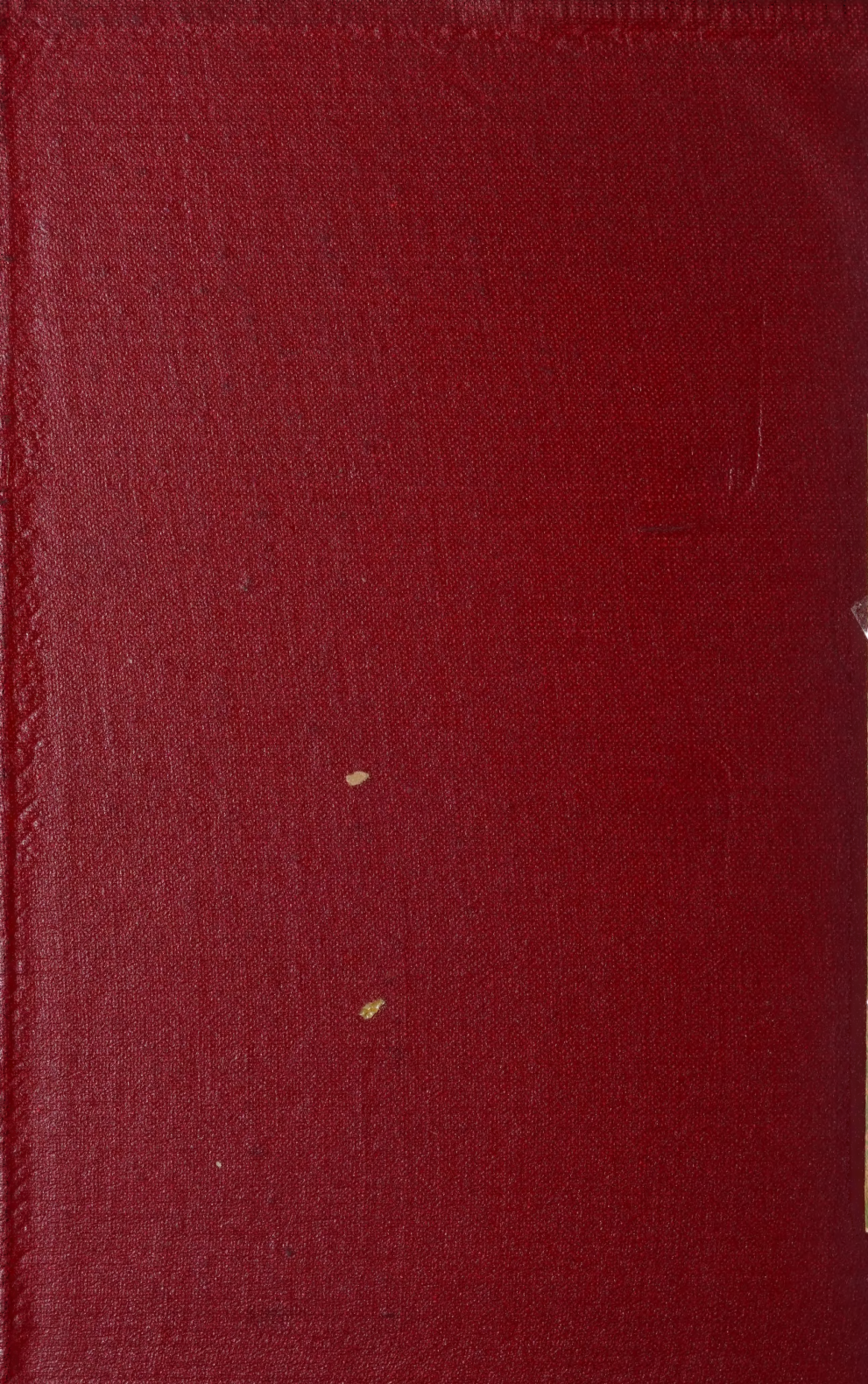


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THE
KING'S REGULATIONS
AND ORDERS
FOR
THE CANADIAN ARMY

Brattle
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1939



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OTTAWA
EDMOND CLOUTIER, C.M.G., B.A., L.Ph.,
KING'S PRINTER AND CONTROLLER OF STATIONERY
1946

Delete the expression "National Defence Headquarters" wherever it appears in the said regulations and *substitute* therefor the expression "Army Headquarters".

(Effective 1st October, 1946.)

(Amdt. (No. 85) 13th Sep., 1946.)

The publication "King's Regulations and Orders for the Canadian Militia, 1939", as authorized by Order in Council PC 2974 dated 29th November, 1938, will henceforth be entitled "King's Regulations and Orders for the Canadian Army 1939" and all references thereto will be amended accordingly.

(Amdt. (No. 88) 30th Oct., 1946.)

RECORD OF AMENDMENTS—(Continued)

King's Regulations and Orders for the Canadian Army, 1939

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101	25/47	23 Jun, 1947	128	79/48	21 Jun, 1948
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110	45/47	3 Nov, 1947	137	108/49	10 Jan, 1949
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112	49/47	1 Dec, 1947	139	114/49	21 Feb, 1949
113	50/47	8 Dec, 1947	140	117/49	14 Mar, 1949
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118	62/48	23 Feb, 1948	145	141/49	29 Aug, 1949
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123	71/48	26 Apr, 1948			
124	74/48	17 May, 1948			
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Name's Identification and Order for the American Army, 1948

Order No.	Date	Agreement No.	Order No.
130	28 May, 1947	130	31 May, 1948
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134	31 May, 1947	134	31 May, 1948
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THE
KING'S REGULATIONS
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FOR
THE CANADIAN ARMY

1939



OTTAWA
EDMOND CLOUTIER, C.M.G., B.A., L.Ph.,
KING'S PRINTER AND CONTROLLER OF STATIONERY
1947

(ii)

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(Effective 1st October, 1946.)

(Amdt. (No. 85) 13th Sep., 1946.)

The publication "King's Regulations and Orders for the Canadian Militia, 1939", as authorized by Order in Council PC 2974 dated 29th November, 1938, will henceforth be entitled "King's Regulations and Orders for the Canadian Army 1939" and all references thereto will be amended accordingly.

(Amdt. (No. 88) 30th Oct. 1946.)

Wherever, in relation to Military Districts into which Canada was previously organized, the words "Military District", "District", and "District Officer Commanding", appear, *delete* such words and *substitute* "Command", or "General Officer or Brigadier Commanding a Command", as applicable.

Amdt. (No. 101) 23rd Jun., 1947.)

Delete the words "General Officer or Brigadier Commanding a Command" wherever they appear in these regulations, and *substitute* the words "officer commanding a command".

(Amdt. (No. 108) 29th Sep., 1947.)

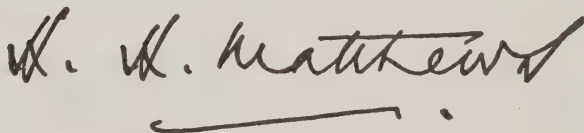
HIS EXCELLENCY the Governor in Council has been pleased to approve the following revised "King's Regulations and Orders for the Canadian Militia," and to command that they be circulated and strictly observed on all occasions.

General and other Officers Commanding will be held responsible that these Regulations and Orders are strictly observed, and that any local instructions or regimental orders that may be issued are in accord with and directed by their spirit and intention.

Officers are expected to interpret them reasonably and intelligently, with due regard to the interests of the service, bearing in mind that no attempt has been made to provide for necessary and self-evident exceptions.

All previous orders on the subjects to which reference is made in these Regulations shall be cancelled as of and from the date these Regulations come into force and effect.

By Command,

A handwritten signature in dark ink, reading "H. H. Matthews". The signature is written in a cursive style with a long horizontal flourish underneath the name.

Major-General,
Adjutant-General.

OTTAWA, APRIL 1st, 1939.

CONTENTS

SECTION I.—ORGANIZATION

1. Composition and Government of the Canadian Army—	Paras.
General Principles	1-9
2. Army Headquarters—	
The Defence Council	10
Distribution of Duties (Militia Services)	11
Inspection by Defence Council.....	12
Powers of the Adjutant General.....	12A
3. Inspections Generally—	
Inspector-General—Duties of	13-16
Inspectors—Appointment and Duties of.....	17-18A
4. Command—	
Higher Commanders and Exercise of Powers of Command	19-20
Commands	21
Command of Station	22
Parole	23

SECTION II.—DUTIES OF COMMANDERS, INSPECTIONS AND CONFIDENTIAL REPORTS

1. Duties of Commanders—	
Officers Commanding Commands	30-33
Officers Commanding Units	34-47
2. Duties of Regimental Officers other than Commanding Officers—	
General	49
Field Officers and Captains	50-57
Adjutants	58
Subalterns	59-61
Officers in Medical Charge of Units	62
Paymasters	63
Quartermasters	64-65
3. Inspections and Confidential Reports—	
Inspections—General Instructions	66-67
Inspection of Units	68-76
Confidential Reports	77-80

SECTION III.—THE STAFF

1. Organization—	
Composition and Distribution	81
2. Appointments to the Staff—	
General Instructions	82-87
3. Duties in Military Districts—	
General Instructions	88-90
General Staff	91-93
Adjutant-General's and Quartermaster-General's Staffs....	94-96

SECTION IV.—SPECIAL APPOINTMENTS

	Paras.
Deputy District Medical Officer	100
Adjutant—Permanent Force	101
Adjutant—Non-Permanent Active Militia	102–103
Assistant Adjutant	104
Command of Signal Troop or Inter-Communication Platoon (Cavalry or Infantry)	105

SECTION V.—SERVICES AND BRANCHES

1. National Defence Headquarters	110
2. Military Districts	111
3. Duties of Services	112

SECTION VI.—OFFICERS—APPOINTMENTS, PROMOTIONS, HON- ORARY RANKS, COMMAND AND PRECEDENCE, TENURE, TRANSFERS, RESERVES AND RETIREMENT

1. General Instructions	120–125A
2. Appointments—	
Permanent Active Militia	126–143
Non-Permanent Active Militia	145–166
3. Promotion—	
General Instructions	167–170
Permanent Active Militia	171–179
Non-Permanent Active Militia	180–188
4. Rank—	
Brevet Rank	189
Temporary Rank	190
Classified Officers—Permanent Force	191
Classified Officers—Non-Permanent Active Militia	192
Relative Rank—Nursing Services	193
Honorary Ranks—Colonel or Lieutenant-Colonel	194
Rank on Retirement	195
5. Command and Seniority—	
Command	201–204
Seniority	213–214
6. Tenure of Appointment and Command	221–224
7. Honorary Appointments—	
Colonels and Lieutenant-Colonels	226
Aides-de-Camp and Surgeons	227–230
8. Exchange, Transfer and Seconding—	
Exchange or Transfer	231–233
Extra Regimentally Employed Officers	234
Seconded Officers	235
9.	
10. Retirement and Removal—	
Retirement	253–258
Retirement—Medically Unfit	259
Honorary Rank of Colonel on Retirement	260
Annual Return—Retired List	261–262
Relinquishment of Appointment—Nursing Services	263
Resignation	264–266
Removal of Officers	267–270
Return to Reserve Status	270A

11.		
12.	Re-Employment, Recall, and Re-Appointment of Retired Officers to Active List	271-273
13.	Canadian Officers' Training Corps	273-275
14.	Cadet Services of Canada—	
	Eligibility for Commissioned Rank	276
	Rank on Appointment	277
	Qualification	278
	Promotion	279
	Reserve List	279A
	Retirement	279B
	Employment of Reserve Force Officers	279C

SECTION VII.—SOLDIERS—ENLISTMENT, SERVICE, PROMOTION PRECEDENCE, CARETAKERS, TRANSFER AND DISCHARGE

1.	Enlistment—	
	General Instructions	280-290
	Permanent Force	291-301
	Non-Permanent Active Militia	302-306
2.	Reckoning Service—	
	Permanent Force	307
3.	Ranks and Appointments, Precedence, Promotion, and Discharge—	
	Ranks and Appointments	308
	Precedence of Warrant Officers, Non-Commissioned Officers and Men	309
	Status	310-312
	Promotion—Warrant Officers	313-318
	Appointment—Master Gunners, Royal Canadian Artillery	319
	Warrant Officers, Class II	320
	Warrant Officers, Class III	320A-320B
	Promotion, Other than to Rank of Warrant Officer, Class I	321-326B
	Resignation and Removal, Warrant Officers and Non-Commissioned Officers, Permanent Force	327-330
	Resignation and Removal, Warrant Officers and Non-Commissioned Officers, Reserve Force	331-333A
	Instructional Cadre	334-345
	Armourer Section, Royal Canadian Ordnance Corps, Permanent Force	346-351
	Armament Artificer Section, Royal Canadian Ordnance Corps, Permanent Force	352-357
	Caretakers' Section, Royal Canadian Ordnance Corps, Permanent Force	358-359
4.	Transfer to Other Corps—	
	General Instructions	360-362
	Permanent Force	363-368
	Non-Permanent Active Militia	369-370
5.	Discharge—	
	Permanent Force	371-379
	Disposal of Soldiers on Discharge, Permanent Force	380-382
	Recording Character and Conduct of Soldier, Permanent Force	383-390
	Description and Measurement on Discharge	391
	Discharge—Non-Permanent Active Militia	392-395

SECTION VIII.—DISCIPLINE, COURTS-MARTIAL, IMPRISONMENT, COURTS OF INQUIRY, BOARDS AND COMMITTEES

1. Discipline—

Paras.

Responsibilities of Officers and Other Ranks.....	405-415
Army Personnel Attached or Seconded to Naval or Air Force and Vice Versa	416-416A
Redress of Grievances	417-419
Acquaintance with Portions of Army Act	420
Praise or Censure of Superiors, Testimonials, etc.	421-422
Interviews at Army Headquarters.....	423
Character and Conduct of Officers, etc.	424-425
Dealings with Contractors, Civil Employment and Directorships in Companies	426-427
Political and Non-Military Activities	428-431
Communication of Military Information	432
Permission Required to Publish Writing or Deliver Address Relating to Service Matter	433-438
General	439-444
Arrest and Military Custody	445-446
Arrest in Cases of Drunkenness.....	447
Delivery of Charge	448
Expedition in Disposal of Cases	449
Officers and Warrant Officers under Arrest	450
Non-Commissioned Officers and Private Soldiers under Arrest	451
Performance of Duties while under Arrest	452
Identification	453
Investigation of Charges	454-466
Summary and Minor Punishments—Officers and Warrant Officers	468-469
Non-Commissioned Officers	470-471
Private Soldiers	472-474
Powers of Commanders	475-480
Offences causing Admission to Hospital	481-482
Charges by Civil Power	483-485
Drunkenness	486-494
Desertion and Absence without Leave	495-502
Deserters, etc.—Notified by Civil Power—Escorts	503-510
Offences against Enlistment	511-517
Dispensation from Trial	518-523

2. Courts-Martial

General Instructions	524-532
Stoppages awarded by Court-Martial	533-539A
Responsibilities of Officers Convening Courts-Martial...	540-551
Composition and Procedure of Courts-Martial	552-562
Sentences of Courts-Martial	563-566
Confirmation and Promulgation of Proceedings.....	567-581

3. Disposal of Persons under Sentence—

General Instructions	582-584
Committal of Soldiers under Sentence	585-590
Removal of Soldiers under Sentence	591-596
Remission of Sentence	597
Release from Prison or Detention Barracks	598-601
Escorts	602-606
Calculation of Expiration of Sentence	607

4. Detention Barracks and Barrack Detention Rooms—

General Instructions	608-621
Garrison Provost-Sergeants	622
Regimental Provost-Sergeants	623-624

5. Courts of Inquiry, Committees and Boards—	Paras.
General Instructions	625-632
Losses of Buildings, Stores, Animals and Cash.....	633-637
Loss of Small Arms	638
Explosions, Accidents and Injuries	639-642
Illegal Absence	643
Prisoners of War	644
Committees of Adjustment	645
Officers' Meetings, Committees, etc.	646-650

SECTION IX.—TRAINING AND EDUCATION

1. Military Training—Active Militia—	
General Instructions	660-662
Swimming	663-664
2. Training Permanent Force—	
Recruits	665-666
Standards of Proficiency	667
Physical Training Instructors	668
Signalling	669-671
Stretcher Bearers and Medical Assistants	673
3. Training—Non-Permanent Active Militia—	
General Instructions	674-678
Periods of Training	679-681
Signalling	682-684
Stretcher Bearers and Medical Assistants	686-689
4. Courses of Instruction in Canada and Abroad	
Obligation of Officers attending Courses of Instruction..	690
General Instructions	691-701
Royal, Permanent or Camp Schools of Instruction.....	702-704
Provisional Schools of Instruction	705-706
Long Course	707
Militia Staff Course	708-715
Artillery Staff Course	716-720
Master Gunners' Course	721
Canadian Small Arms School	722-727
Quartermasters' Course	729
Farriers' Course	730
Hygiene	731
Sanitation	732
5. Reference Libraries	733-737
6. Qualification of Officers for Promotion—Permanent Active Militia—	
General Instructions	738-747
Boards of Examination	748-749
Senior Officers' Courses	750
Examination of a Major, Royal Canadian Army Medical Corps for Promotion to Lieut-Colonel.....	751-752
Examination of a Major, Royal Canadian Army Veterinary Corps for Promotion to Lieut-Colonel.....	753-755
7. Qualification of Warrant Officers and Non-Commissioned Officers for Promotion—Permanent Force—	
General Instructions	756-759
Instructional Cadre	760-761

8. Qualification of Officers for Appointment or Promotion—Non-Permanent Active Militia—	Paras.
General Instructions	762-780
9. Qualification of Non-Commissioned Officers for Promotion—Non-Permanent Active Militia—	
General Instructions.....	781-784
10. Miscellaneous—	
Interpreters' Examinations	785-786
Qualification of Nursing Sisters—Non-Permanent Active Militia	787

SECTION X.—GENERAL DUTIES

1. General Instructions—	
Flying Duty	795
Responsibility for Public Money and Stores.....	796-803
Organization of Companies, etc.	804-806
Wills	807-808
Religious Denomination	809-810
Kits and Private Property of Soldiers	811-812
2. Defence Electric lights.....	813-815
3. Garrison and Regimental Duties—	
Roster of Duties	817-827
Daily Duties	828-834
Guards and Piquets	835-847
Duties in Aid of the Civil Power.....	848-867
Working and Fatigue Parties.....	868-873
4. Duties in Regard to Government Buildings—	
General Instructions	874-881
Sanitation	882-886
Medical Inspections	887-889
Royal Canadian Engineer Inspections	890-891
Regimental Inspections	892
Marching-in and Marching-out Inspections	893-897
Appropriation and Equipment	898-902
Precautions against Fire	903-919
Drill Halls	920-923
Re-appropriation, Sites for Buildings and New Buildings	924-927
Miscellaneous Barrack Duties.....	928-929
Responsibility for Safety of National Defence (Militia Service), Wharves, etc.	930
5. Married Roll, Allotment, etc., of Quarters—	
Married Roll—Active Force	931-936
Quarters—Generally	941-947
Quarters—Officers'	948-951
Quarters—Soldiers'	952-954
Soldiers not on the Married Roll	955-957
Vacating and Re-allotment of Quarters—Officers.....	958
Soldiers	959
Residing out of Barracks—Officers.....	960
Residing out of Barracks—Soldiers.....	961
6. Medical and Hospital Duties—	
General Instructions	962-979
Inoculation and Vaccination	980
Medical Officers and Hospitals in the Field.....	981-982
Medical Officers doing Duty with Troops in Peace.....	983-984

7. Bands—	Paras.
General Instructions	985-995
Musical Training—Permanent Force	996-997
8. Messes—	
Officers' Mess	998-1013
Officers' Mess—Contributions and Subscriptions—Active Force	1014-1016
Attached Officers	1017-1018
Regimental and Officers' Messes—Entertainments.....	1019
Active, Reserve and Supplementary Reserve Forces Officers' Mess—Honorary Membership	1020
Sergeants' Mess—Active Force	1021-1023
Sergeants' Mess—Reserve Force	1024
8A. Regimental Funds—	
Canadian Army Reserve Force	1039
Insurance of Mess Property	1040
Soldiers' Messing and Cooking	1041-1044
Disposal of Waste Material	1045-1056
9. Regimental Institutes and Canteens—	
Permanent Force.....	1047-1057
Non-permanent Active Militia.....	1058-1059
10. Regimental Workshops—	
General Instructions	1060
Workshops—Tradesmen's and Pioneers'.....	1061-1065
Shoemakers' Shops	1066
Tailors and Tailors' Shops	1067-1068
Farriers	1069-1070
Artificers of all Units	1071
11. Transport, Horses, Veterinary Duties, Saddlery and Forage—	
Regimental Transport	1072-1074
Remounts	1075-1079
Description of Horses	1080-1081
Foals	1082
Officers' Chargers	1083
Care of Horses	1084
Transfer of Horses	1085
Casting and Destruction of Horses	1086
Accidents to or Illness of Horses	1087-1088
Infectious and Contagious Diseases.....	1089-1090
Disposal of Carcass	1091
Forage	1092-1095
Saddles and Saddlery	1096-1098
12. Leave of Absence and Passes—	
General Instructions	1099-1111
Active Force	1112-1135
Reserve Force	1136-1139
Supplementary Reserve	1141
Leave, etc.—Schools of Instruction	1143
Absentees—Non-Permanent Active Militia	1144-1146
13. Divine Service and Chaplains—	
General Instructions	1148-1150
Chaplains and Officiating Clergymen	1151-1154

14. Miscellaneous—	Paras.
Soldier Servants and Orderlies	1155-1161
Officers' and Soldiers' Letters	1162-1165
Encampments	1166
Trials of Inventions	1167

SECTION XI.—MOVEMENT OF TROOPS, HORSES, BAGGAGE AND STORES

General Instructions	1170-1182
Movement of Troops by Rail	1186-1200
Movement of Troops by Bus	1201-1207
Transport Warrants and Requisitions	1208-1219
Marches, etc.	1220-1223
Movement of Horses by Rail	1224-1234
Baggage	1235-1237
Entrainment of Guns and Vehicles	1238-1242
Transport in Emergency	1246-1249
Stores	1251-1260
Movement of Troops by Water	1261

SECTION XII.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS

1. Dress, Clothing and Equipment—

General Instructions	1265-1281
Dress, etc.—Officers	1286-1296
Orders of Dress—Officers	1297
Horse Furniture—Officers	1298
Dress, etc.—Soldiers	1299-1305
Orders of Dress—Soldiers	1306
Equipment—Soldiers	1307-1310
Small Arms Ammunition	1311-1318

2. Medals and Decorations—

General Instructions	1320
Wearing of Ribbons	1321-1322
Grant and Disposal of Medals.....	1323-1332
The Meritorious Service Medal	1333
Canadian Medal for Long Service and Good Conduct (Military)	1334
The Canadian Efficiency Decoration	1335
The Canadian Efficiency Medal	1336
The King's Medal (Champion Shot)	1337
Acceptance and Wearing of Non-Military Medals Granted for Acts of Gallantry.....	1338-1340
Foreign Orders and Medals	1341
Loss and Replacement	1342-1347
Award, Forfeiture and Restoration of Orders, Decorations and Medals	1348-1357
Medals of Soldiers Discharged through Unsoundness of Mind and of Deceased Officers and Soldiers.....	1358-1359
Good Conduct Badges—Permanent Force, Restoration of Badges	1360

SECTION XIII.—CEREMONIAL

1. Precedence—

Order of	1365
Corresponding Ranks in the Army, Navy and Air Force..	1366-1369

2. Standards, Guidons and Colours—

General Instructions	1370-1376
----------------------------	-----------

3. Honours and Salutes—

	Paras.
General Instructions	1377-1389
Official Visits	1390-1391
Presentation at a Foreign Court	1392
Guards of Honour	1393-1401
Guards and Sentries	1402-1408
Flags to be Flown and Flag Stations.....	1409-1413
Flags in Vessels and Boats	1414-1418
Flags in Motor Cars and for Mounted Orderlies.....	1419
Salutes in Boats	1420
Saluting Stations	1421
Artillery Salutes	1422-1436
Military Funerals	1437-1444
Minute Guns at Civil Funerals	1445
Salutes to Remains of Distinguished Foreigners, etc.....	1446

SECTION XIV.—OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS AND RECORDS**1. Office Work and Correspondence—**

General Instructions	1450-1464
Documents and Correspondence comprised in Most Secret, Secret Confidential and Restricted Categories.....	1466-1478

2. Reports and Returns—

Periodical Returns	1479
Casualties, other than on Active Service.....	1480-1485
Casualties on Active Service	1485A
Inquiries regarding Soldiers	1486

3. Books—

General Instructions	1487
Militia Books, etc., to be kept by Record Offices and Units— (Table I(a) and I(b)—Permanent Force); (Table II—Non-Permanent Active Militia)	1488
Army, Militia and General Orders	1489
Standing Orders.....	1490-1494A
Non-Permanent Active Militia.....	1495-1498

4. Records—Permanent and Non-Permanent Active Militia—

Record Offices	1499-1500
Officers' Services—Permanent Active Militia.....	1501
Soldiers' Services—General	1502-1504
Permanent Force	1505-1509
Non-Permanent Active Militia	1510-1512
Declaration of Courts of Inquiry into Illegal Absence....	1513
Statement of Services	1514
Medical History Sheets	1515
Dental History Sheets	1516
Regimental Conduct Sheets—Permanent Active Militia— (1. Officers and Warrant Officers).....	1517
(2. Non-Commissioned Officers and Men)	1518-1521
Guard Reports	1522
Company, etc., Conduct Sheets—Permanent Active Militia	1523-1525
Conduct Sheets—Non-Permanent Active Militia.....	1526
Field Conduct Sheets	1527
Employment Sheets	1528
Disposal of Documents—Permanent Active Militia.....	1529
Historical Records (M.B. 95)	1530

<i>—Concluded</i>		Paras.
Marriages—Officers'—Report	of—Permanent	Active
Militia		1531
Record of Marriage and Birth and Baptism of Children—		
Soldiers—Permanent Force		1532-1535
Civil Registration of Births and Deaths		1536
Disposal of Obsolete Documents, etc.		1537-1538

APPENDICES

- I. Militia Act—Chap. 132, R.S.C. 1927.
- II. Channels of Communication—Militia—Table.
- III. Admission to National Defences—Orders to Regulate.
- IV. Information—Illegally Obtained or Communicated.
- V. Defence Council—Composition of.
- VI. Defence Council—Distribution of Duties.
- VII. Inspectors—Duties of.
- VIII. Confidential Reports on Officers.
- IX. Reports and Returns.
- X. Regulations for the Reserve Militia.
- XI. Army Act—Application of to Canadian Militia.
- XII. Disposal of Officers—Procedure.
- XIII. Supplementary Reserve—General Regulations.

DEFINITIONS

In these Regulations, unless the context otherwise requires:—

1. "Minister" means the Minister of National Defence.
2. The term "General Officer Commanding", "Officer Commanding Division," "District Officer Commanding," "Divisional Commander," "Brigade Commander" or "Commanding Officer" includes the officer in command during the absence of the officer specified.
3. The expression "on the Active List" as used in relation to an officer shall mean on the list of officers of the Active, as distinguished from Reserve, units or formations of the Active Militia.
4. "Unit" means in the—
 - Cavalry** (all types).—A regiment, detached squadron or reserve regimental depot.
 - Artillery**.—A battery, survey company or depot.
 - Engineers**.—A squadron, company or detachment.
 - Signals**.—A corps, divisional or district signals; company, troop, section or depot.
 - Infantry** (all types).—A Permanent Force regimental station, a regiment, battalion, detached company or reserve regimental depot.
 - Royal Canadian Army Service Corps**.—In the Permanent Force, a depot or detachment. In the Non-Permanent Active Militia, a corps troop, a cavalry division or divisional Royal Canadian Army Service Corps, park, company, depot or detachment.
 - Royal Canadian Army Medical Corps**.—In the Permanent Force, a detachment. In the Non-Permanent Active Militia, a field ambulance, field hygiene section, casualty clearing station, general hospital or motor ambulance convoy.
 - Royal Canadian Ordnance Corps**.—In the Permanent Force, a detachment. In the Non-Permanent Active Militia, a company, workshop or section.
 - Royal Canadian Army Veterinary Corps**.—In the Permanent Force, a detachment. In the Non-Permanent Active Militia, a section, hospital or evacuating station.
 - Royal Canadian Army Pay Corps**.—A detachment.
 - Canadian Postal Corps**.—A base post office or postal unit.
 - Corps of Military Staff Clerks**.—A detachment.
 - Cadets**.—A battalion or independent company.
5. "Permanent Force" means such permanently embodied units in the Active Militia as are enrolled for continuous service.
6. "Company, etc." means "squadron," "troop," "battery" or "company."
7. "General Service" means any military service that may be required.
8. The term "soldier" includes a warrant officer, non-commissioned officer or man.
9. "Extra Regimental Employment" is employment on military duties within the Canadian Army which requires that an officer or soldier become disassociated from his Corps or Unit while so employed, but shall not include "seconded" or "attached" personnel. "Extra regimental employment" shall include but shall not in any way be restricted to:
 - (a) Employment on Headquarters of formations within the Canadian Army;
 - (b) Employment on and attendance at courses authorized by the Canadian Army the duration of which exceeds six months.
10. "Secondment" means the assignment of an officer or a soldier for continuous duty outside the Army where the duty is not of advantage primarily to the Army.

Amdt. (No. 89) 4 Nov 46.

Amdt. (No. 127) 14 Jun 48.

11. "Attachment" means:

- (a) The assignment of an officer or a soldier for continuous duty or training outside the Army where the duty or training is of advantage primarily to the Army, or
- (b) the assignment of an officer or a soldier away from his formation, station or unit, to another formation, station or unit within the Army, for a temporary period of time while he continues to cover off a vacancy within his formation, station or unit.

Explanation of Abbreviations

A.A.	Armament Artificer.
A.A.&Q.M.G.	Assistant Adjutant and Quartermaster-General.
A.B.	Army Book.
A.F.	Army Form.
A.G.	Adjutant-General.
C.A.D.C.	District Intelligence Officer.
C.G.S.	Chief of the General Staff.
C.H.	Companions of Honour.
C.M.	Court-Martial.
C.M.S.C.	Corps of Military Staff Clerks.
C.O.	Commanding Officer.
C.O.T.C.	Canadian Officers' Training Corps.
C.S.A.S.	Canadian Small Arms School.
D.C.E. & M.E.	...	Director of Clothing, Equipment and Manufacturing Establishments.
D.C.M.	District Court-Martial.
D.E.O.	District Engineer Officer.
D.E.O.S.	Director of Equipment and Ordnance Services.
D.E.S.	Director of Engineer Services.
D.G.M.S.	Director-General of Medical Services.
D.I.O.	District Intelligence Officer.
D.M.O.	District Medical Officer.
D.M.O. & I.	Director of Military Operations and Intelligence.
D.M.T.	Director of Military Training.
D.O.C.	District Officer Commanding.
D.O.M.E.	District Ordnance Mechanical Engineer.
D.O.O.	District Ordnance Officer.
D.O.S.	Director of Ordnance Services.
D.P.M.	District Paymaster.
D. of S. & T.	...	Director of Supply and Transport.
Dis. Sig. Ofc.	District Signal Officer.
D.S. & T.O.	District Supply and Transport Officer.
D.V.O.	District Veterinary Officer.
F.O.	Field Officer.
G.O.	General Order.
G.O.C.	General Officer Commanding.
G.O.C.-in-C.	General Officer Commanding-in-Chief.
G.S.O.	General Staff Officer.
H.M.	His Majesty's.
i/c	in charge.
K.R. (Army)	The King's Regulations for the Army and the Army Reserve.
K.R. (Can.)	The King's Regulations for the Canadian Army.
M.B.	Militia Book.
M.F.	Militia Form.
M.G.	Machine Gun.
M.G.O.	Master-General of Ordnance.
M.M.L.	Manual of Military Law.

EXPLANATIONS OF ABBREVIATIONS—*Concluded*

M.T.	Mechanical Transport.
N.C.O.	Non-Commissioned Officer.
N.D.H.Q.	National Defence Headquarters.
N.P.	Non-Permanent.
N.P.A.M.	Non-Permanent Active Militia.
O.A.	Officer Administering.
O.C.	Officer Commanding.
O.M.	Order of Merit.
O.M.E.	Ordnance Mechanical Engineer.
P. & A. Reg.	Pay and Allowance Regulations (Can.).
P.A.M.	Permanent Active Militia.
Para.	Paragraph.
P.C.	Privy Council.
P.F.	Permanent Force.
Q.M.G.	Quartermaster General.
R.C.A.	Royal Canadian Artillery.
R.C.A.F.	Royal Canadian Air Force.
R.C.A.M.C.	Royal Canadian Army Medical Corps.
R.C.A.P.C.	Royal Canadian Army Pay Corps.
R.C.A.S.C.	Royal Canadian Army Service Corps.
R.C.A.V.C.	Royal Canadian Army Veterinary Corps.
R.C.C.S.	Royal Canadian Corps of Signals.
R.C.E.	Royal Canadian Engineers.
R.C.H.A.	Royal Canadian Horse Artillery.
R.C.M.P.	Royal Canadian Mounted Police.
R.C.O.C.	Royal Canadian Ordnance Corps.
R.M.C.	Royal Military College of Canada.
R.P.	Rules of Procedure.
R.S.C.	Revised Statutes of Canada.
S.A.	Small Arms.
S.D.	Service, Drab.
S.O.O.	Senior Ordnance Officer.
W.O.	Warrant Officer.

KING'S REGULATIONS AND ORDERS (CAN.)—1939

COMPARATIVE TABLE

Showing the numbers of the paragraphs in the 1926 edition (as amended by General Orders) and of the corresponding paragraphs in the 1939 edition.

1926	1939	1926	1939	1926	1939	1926	1939
1	1	69	49, 60	127	149	180	177
2	2	70	58	128	150	181	178
3	3	71	59	129	155	182	179
4	4	72	62	130	156	183	*
5	5	73	63	130A	156	184	189
6	6	74	*	131	*	185-191	*
7	7	75	64	132	157	192	190
8	8	76	66	133	*	193	191
9	9	77	67	134	158	194	192
10	10	78	68	135	159	195	125
11	11	79	69	136	160	196	192
12	12	80	70	137	161	197	184
13	13-16	81	71	137A	162	198	193
14	17, 18	82	72	138	163, 164	199	194
15-25	App. VII	83	73	139	165	200	195
26	14	84	74	140	*	201	201
27	19	85	75	141	147	202	202
28	20	86	76	142	146	203	204
29	21	87	77-79	143	148	204	205
30	22	88-93	App. VIII	144	166	205	206
31	23	94	81	145	126	206	207
32	30	95	82, 83	146	127	207	208
33	30	96	84	146A	128, 171, 172	208	209
34	33	97	85	147	129	209	210
35	30	98	86	148	130	210	*
36	32	99	87	149	133	211	213
37	32	100	88	150	134	212	211, 214
38	30	101	89	151	135	213	212
39	31	102	90	152	83	214	215
40	32	103	91	153	136	215	216
41	32	104	91	154	137	216	217
42	30	105	92	155	138	217	218
43	32	106	93	156	139	218	219
44	32	107	94	157	140	219	203
45	47	108	*	157A	*	220	220
46	34	109	95	158	141	221	*
47	35	110	96	159	142	222	*
48	36	111	*	160	*	223	221
49	37	112	101	161	143	224	222
50	38	113	101	162	143	225	223
51	39	114	102	163	125A, 980	226	224
52	40, 149	115	102	164	*	227	*
53	41	116	103	165	*	228	226
54	42	117	104	166	168	229	226
55	43	118	104	167	169	230	227
56	44	119	105	168	170	231	228
57	45	120	110	169	*	232	229
58	46	121	111	170	167, 180	233	230
59	*	122	112	170A	181	234	231
60		123	120	171	183	235	232
61	50	123A	121	172	*	236	233
62	51	124	122	173	188	237	234
63	52, 53	125	124	174	186	238	235
64	54	126	145	175	187	239	*
65	55	126A	152	176	*	240	234
66	56	126B	151	177	173	241	*
67	*	126C	153	178	175	242	241
68	57	126D	154	179	176	243	*

* Cancelled.

COMPARATIVE TABLE—Con.

1926	1939	1926	1939	1926	1939	1926	1939
244	242	316	317	388	376	475	461
245	253	317	318	389	380	476	458
245 A	249	318	313	390	375	477	462
246	244, 246	319	311	391	375	478	460
247	246	320	320	392	381	479	463
248	247	321	*	393	382	480	464
249	248	322	319	394	377	481	465
250	246	323	309	395	378	482	466
251	245, 250	324	321	396	379	483	468
252	253	325	323	397	383	484	470-472
253	253	326	322, 1372	398	384	485	473
254	254, 255	327	*	399	385, 387	486	464, 478
255	256	328	325	400	388	487	480
256	257	329	*	401	389	488	479
257	258	330	326	402	390	489	497
258	260	331	327	403	391	490	489
259	261	332	328	404-409	†	491	*
260	263	333	329	410	*	492	470-472
261	264	334	*	411	405	493	474
262	265	335	330	412	*	494	477
263	266	336	331	413	410	495	481
264	267, 268	337	332	414	411	496	482
265	259	338	333	415	412	497	484
266	269	339	334	416	413	498	485
267	270	340	335	417	414	499	*
268	271	341	336	418	415	500	486
269	272	342	337	419	417	501	487
270	273	343	338	420	419	502	488
271	274	344	339	421	418	503	490
272	275	345	340	422	417	504	491
273-279	†	346	341	423	406	505	492
280	280	347	342	424	415	506	493
281	281	348	343	425	*	507	494
282	282	349	345	426	*	508	495
283	283	350-355	*	427	421	509	496
284	284	356	346	428	422	510	499, 500
285	285	357	*	429	423	511	523
286	286	358	347	430	424	512	515
287	287	359	348	431	425	513	514
288	289	360	349	432	426	514	516
289	302	361	350	433	427	515	517
290	303	362	351	434	430	516	503
291	290	363	352	435	428	517	504
292	304	364	353	436	429	518	505
293	305	365	354	437	431	519	506
294	*	366	355	438	433	520	507
295	306	367	356	438 A	433	521	508
296	391	368	357	439	434	522	509
297	292	369	*	440	432	523	510
298	293	370	358	441	438	524	518
299	294, 980	371	360	442	439	525	519
300	300	372	363	443	475	526	521
301	288, 295	373	361	444	476	527	522
302	298	374	362	445	440	528	407
303	299	375	370	446	441	529	408
304	301	376	364	447	1110	530	409
305	296	377	365	448	420	531	524
306	296	378	366	449	442	532	525
307	297	379	367	450-466	445-453	533	526
308	296	380	368	467	455	534	527
309	307	381	374	468	452	535	543
310	308	382	392	469	453	536	558
311	312	383	394	470	454	537	528
312	310	384	395	471	454	538	529
313	316	385	371	472	456	539	530
314	315	386	372	473	457	540	531
315	314	387	373	474	459	541	545

* Cancelled.

† Not utilized in 1926.

COMPARATIVE TABLE—*Con.*

1926	1939	1926	1939	1926	1939	1926	1939
542	544	608	601	682-684	*	765	721
543	532	609	602	685	663	766	721
544	539	610	603	686	664	767	721
545	533	611	604	687	662	768	722
546	534	612	605	668	673, 674	769	723
547	535	613	606	689	675	770	723
548	536	614	607	690	676	771	*
549	537	615	608	691	660	772	724
550	538	616	609	692	661	773	725
551	540	617	610	693	677	774	726
552	541	618	611	694	678	775	697
553	542	619	612	695	579	776	727
554	546	620	613	696	680	777	*
555	547	621	614	697	*	778	729
556	548	622	615	698	681	779	*
557	549	623	616	699	*	780	730
558	550	624	*	700	682	781	731
559	551	625	617	701	682	782	732
560	555	626	618	702	683	783-786	*
561	553	627	619	703	684	787	686
562	554	628	620	704	*	788	673
563	552	629	621	705	*	789	687
564	556	630-632	622	706	663	790	688
565	557	633	623	706 A	690	791	689
566	560	634	624	707-716	*	792	*
567	559	635	625	717	691	793	733
568	561	636	626	718	692	794	734
569	562	637	627	719	693	795	735
570	563	638	628	720	694	796	736
571	564	639	632	721	965	797	737
572	565	640	633	722	696	798	738
572 A	566	641	637	723	698	799	739
573	567	642	639	724	697	800	*
574	569	643	634	725	698	801	740
575	570	643 A	635	726	698	802	741
576	571	644	636	727	699	803	742
577	572	645	638	728	700	804	743
578	573	646	643	729	701	805	744
579	574	647	640	730	*	806	745
580	575	648	638, 641	731	702	807	746
581	577	649	644	732	703	808	747
582	578	650	646	733	*	809	748
583	579	651	647	734	*	810	749
584	580	652	649	735	704	811	750
585	581	653	648	736	*	812	*
586	444	654	*	737	705	813	751
587	582	655	650	738	*	814	752
588	583	656	629	739	706	815	753
589	584	657	630	740-744	*	816	754
590	586	658	629	745	707	817	755
591	585	659	631	746	707	818	756
592	587	660-667	†	747	707	819	757
593	588	668	660	748	708	820	758
594	589	669	661	749	709	821	759
595	451	670	667	750	710	822	760
596	590	671	665	751	711	823	761
597	591	672	666	752	712	824	762
598	592	673	*	753	713	825	763
599	593	674	813	754	714	826	764
600	594	675	814	755	715	827	765
601	595	676	815	756-758	*	828	766
602	596	677	668	759	716	829	767
603	591	678	*	760	717	830	*
604	599	679	669	761	718	831	768
605	598	680	670	762	719	832	769
606	599	681	671	763	719	833	770
607	600	681 A	672	764	720	834	771

* Cancelled.

† Not utilized in 1926.

COMPARATIVE TABLE—*Con.*

1926	1939	1926	1939	1926	1939	1926	1939
835	772	907	846	973	*	1073	997
836	773	908	847	974	909	1074	998
837	*	909	848	975	910	1075	999
838	774	910	849	976	911	1076	1000
839	776	911	850	977	912	1077	1001
840	*	912	851	978	913	1078	1002
841	*	913	852	979	914	1078 A	1002
842	777	914	853	980	915	1079	1003
843	778	915	854	981	916	1080	1004
844	779	916	855	982	917	1081	1005
845	779	917	856	983	918	1082	1006
846	778	918	857	984	919	1083	1007
847	780	919	858	985	920	1084	1008
848	781	920	859	986	921	1085	1009
849	*	921	860	987	922	1086	1010
850	*	922	861	988-991	923	1087	1011
851	782	923	862, 863	992	*	1088	1012
852	783	924	864	993-995	927	1089	1013
853	784	925	865	996	924	1090	1014
854	785	926	866	997	924	1091	1015
855	786	927	867	998	925	1092	1016
856	787	928	868	999	926	1093	1017
857-863	†	929	869	1000	927	1094	1018
864	795	930	*	1001	927	1095	1019
865	796	931	870	1002	928	1096	1020
866	799	932	871	1003	*	1097	1021
867	800	933	872	1004	929	1098	1023
868	801	934	873	1005	930	1099	1024
869	802	935	*	1006-1033	931-961	1100	1025
870	803	936	874	1034	962	1101	1026
871	804	937	875	1035	*	1102	1027
872	805	938	876	1036	963	1103	1028
873	806	939	877	1037	964	1104	1029
874	*	940	878	1038	965	1105	1030
875	811	941	879	1039-1041	966	1106	1031
876	812	942	880	1042	967	1107	1032
877	817	943	881	1043	968	1108	1033
878	818	944	882	1044	969	1109-1111	1034
879	819	945	887	1045	970	1112	1036
880	820	946	888	1046	971	1113	1037-1040
881	821	947	889	1047	972	1114	1038
882	822	948	890	1048	973	1114 A	1039
883	823	949	891	1049	974	1115	1041
884	824	950	893	1050	975	1116	1042
885	825	951	893	1051	976	1116 A	1045, 1046
886	826	952	894	1052	977, 978	1117	1043
887	827	953	895	1053	979	1118	1044
888	828	954	896	1054	981	1119	1047
889	829	955	897	1055	982	1120	1048
890	830	956	897	1056	983	1121	1049
891	831	957	898	1057	984	1122	1050
892	832	958	899	1058	985	1123	1051
893	833	959	900	1059	986	1124	1052
894	834	960	901	1060	987	1125	1053
895	835	961	902	1061	988	1126	1054
896	836	962	882	1062	989	1127	1055
897	837	963	883	1063	*	1128	1056
898	838	964	884	1064	990	1129	1057
899	838	965	884	1065	991	1130	1058
900	839	966	*	1066	992	1131	1059
901	840	967	885	1067	993	1132	1059
902	841	968	886	1068	994	1133	*
903	842	969	903	1069	991	1134	1060
904	843	970	905, 906	1070	995	1135	1064
905	844	971	907	1071	*	1136	1062
906	845	972	908	1072	996	1137	1063

* Cancelled.

† Not utilized in 1926.

COMPARATIVE TABLE—*Con.*

1926	1939	1926	1939	1926	1939	1926	1939
1138	*	1204	1113	1274	1189	1340	1252
1139	*	1205	1114	1275	1190	1341	1253
1140	1065	1206	1115	1276	1191	1342	1254
1141	1061	1207	1121	1277	1192	1343	1255
1142	*	1208	1122	1278	1193	1344	1256
1143	1066	1209	1123	1279	1196	1345	1255
1144	1067	1210	1124	1280	1198	1346	1255
1145	1068	1211	1125	1281	1193	1347	1251
1146	1068	1212	1126	1282	1194	1348	*
1147	1069	1213	1127	1283	1196	1349	1257
1148	1069	1214	1128	1284	1197	1350	1252
1149	1070	1215	1129	1285	1199	1351	1258
1150	*	1216	1130	1286	1200	1352	1259
1151	1071	1217	1131	1287	1208, 1209	1353	1260
1152	1072	1218	1132	1288	1210	Note	1261
1153	1073	1219	1133	1289	1211	1354-1358	*
1154	1074	1220	1134	1290	1212	1359	1265
1155	1077	1221	1134	1291	*	1360	1266
1156	1080	1222	1135	1292	1213	1361	1267
1157	1078	1222 A	1136	1293	1214	1362	*
1158	1076	1223	1137	1294	1215	1363	1268
1159	1079	1224	1138	1295	1216	1364	1269
1160	1081	1225	1139	1296	1217	1365	1270
1161	1082	1226	1140	1297	*	1366	1271
1162	1083	1227	1141	1298	*	1367	1272
1163	1084	1228	1142	1299	1208	1368	1273
1164	1086	1229	1144	1300	1208	1369	1274
1165	*	1230	1145	1301	*	1370	1275
1166	1085	1231	1146	1302	1208	1371	1276
1167	1086	1232	1143	1303	1219	1372	1277
1168	1087	1233	1143	1304	1209	1372 A	1278
1169	1088	1234	1148	1305	1182	1373	1279
1170	1089	1235	1149	1306	1220	1374	1280
1171	1091	1236	1150	1307	1221	1375	*
1172	1090	1237	1151	1308	1222	1376	1286
1173	1092	1238	1152	1309	1223	1377	1287
1174	1092	1239	1153	1310	1224	1378	1288
1175	1093	1240	1154	1311	1225	1379	1289
1176	1094	1241	1155	1312	1226	1380	1290
1177	1095	1242	1156	1313	1227	1381	1291
1178	1096	1243	1157	1314	1228	1382	1292
1179	*	1244	1158	1315	1229	1383	1293
1180	1098	1245	1159	1316	1230	1384	1294
1181	1097	1246	1160	1317	1231	1385	1296
1182	1099	1247	1161	1318	1232	1386	*
1183	1099	1248	1162	1319	1233	1387	1297
1184	1100	1249	1163	1320	1234	1388	1298
1185	1101	1250	1164	1321	1235	1389	1299
1186	1102	1251	1165	1322	1236	1390	1305
1187	1103	1252	1166	1323	1237	1391	1300
1188	1104	1253	1167	1324	†	1392	1301
1189	1105	1254-1259	†	1325	1238	1393	1302
1190	1106	1260	1170	1326	1239	1394	1306
1191	*	1261	1171	1327	1240	1395	1307
1192	1107	1262	1172	1328	1241	1396	1308
1193	1108	1263	1174	1329	1242	1397	1309
1194	1109	1264	1175	1330	1072	1398	1310
1195	1110	1265	1176	1331	1073	1399	1311
1196	1111	1266	1177	1332	*	1400	1314
1197	1112	1267	1178	1333	1218	1401	1312, 1315
1198	1116	1268	1179	1334	1246	1402	1312, 1315
1199	1117	1269	1180	1335	1247	1403	1316
1200	1118	1270	1181	1336	1248	1404	1313
1201	1119	1271	1186	1337	1249	1404 A	1312
1202	1120	1272	1187	1338	1249	1405	1313
1203	1113	1273	1188	1339	1251	1406	1317

* Cancelled.

† Not utilized in 1926.

COMPARATIVE TABLE—*Con.*

1926	1939	1926	1939	1926	1939	1926	1939
1407	1318	1465	1381	1521	1439	1580	1498
1408	*	1466	1382	1522	1440	1581	1499
1409	1320	1467	1383	1523	1441	1582	1500
1410	1324, 1325	1468	1384	1524	1442	1583	1501
1411	1326	1468 A	1384	1525	*	1584	1505, 1510
1412	1321	1469	1385	1526	1443	1585	1502
1413	1327, 1329	1470	1386	1527	1445	1586	1503
1414	1328	1471	1387	1528	1446	1587	1506
1415	1330	1472	1388	1529-1534	†	1588	1507
1416	1331	1473	1389	1535	1450	1589	1508
1417	1332	1474	1390	1536	1451	1590	1508
1418	1323	1475	1392	1537	1452	1591	1508
1419	1354	1476	1393	1538	1453	1592	1509
1420	1333	1477	1395, 1397	1539	1454	1593	1504
1421	1334	1478	1398	1540	1455	1594	1509
1422-1424	*	1479	1394	1541	1456	1595	1513
1425	†	1480	1396	1542	1457	1596	1514
1426	1335	1481	1399	1543	1458	1597	1515
1427	1336	1482	1400	1544	1459	1598	1516
1428	1337	1483	1401	1545	1460	1599	1517
1429	1338	1484	1402	1546	*	1600	1518
1430	1339	1485	1403	1547	1461	1601	1519
1431	1340, 1341	1486	1404	1548	1462	1602	1520
1432	1342, 1343	1487	1405	1549	1463	1603	1521
1433	1344	1488	1406	1550	1464	1604	1522
1434	1345	1489	1407	1551	1466	1605	1523
1435	1346	1490	1408	1552	1467	1606	1524
1436	1347	1491	1409, 1413	1553	1468	1607	1525
1437	1348	1491 A	1410	1554	1469	1608	1526
1437 A	1349	1491 B	1411	1555	1470	1609	1527
1437 B	1350	1492	1412	1556	1471	1610	1528
1437 C	1351	1492 A	1413	1556 A	1472	1611	1529
1437 D	1352	1493	*	1556 B	1473	1612	1530
1437 E	1353	1494	1416	1556 C	1474	1613	1530
1437 F	1355	1495	1415	1556 D	1475	1614	1530
1437 G	1356	1496	1414	1556 E	1476	1615	1531
1437 H	1357	1497	1414	1556 F	1477	1616	1532
1438	*	1498	1417	1557	1478	1617	1533
1439	1358	1499	1418	1558	1479	1618	1534
1440	1359	1500	1420	1559	1480	1619	1535
1441	1360	1501	1421	1560	1481	1620	1536
1442-1449	†	1502	1422, 1423	1561	1482	1621	1537
1450	1365	1503	1423	1562	1483	1622	1538
1451	1366	1504	1424	1563	1484		
1452	1367	1505	1425	1564	1485		
1452 A	1368	1506	1426	1565	1486		
1453	1369	1507	1427	1566	1487		
1453 A	1370	1508	1428	1567	1488		
1453 B	1371	1509	1429	1568	1489		
1454	1372	1510	1430	1569	1490		
1455	1373	1511	1429	1570	1491		
1456	1374	1512	1431	1571	1492		
1457	1375	1513	1432	1572	1492		
1458	1377	1514	1433	1573	1493		
1459	*	1515	1434	1574	1494		
1460	1378	1516	*	1575	*		
1461	*	1517	1435	1576	1495		
1462	1379	1518	1436	1577	1495		
1463	1380	1519	1437, 1438	1578	1496		
1464	*	1520	1435	1579	1497		

APPENDICES

I	I
II	II
III	III
IV	IV
V	V
VI	VI
VII	*
VIII	*
IX	IX
X	X
XI	*

* Cancelled.

† Not utilized in 1926.

KING'S REGULATIONS AND ORDERS (CAN.)—1939

COMPARATIVE TABLE

Showing the numbers of the paragraphs in the 1939 edition, together with the corresponding paragraphs in King's Regulations and Orders (Can.) 1926 (as amended by General Orders).

1939	1926	1939	1926	1939	1926	1939	1926
1	1	67	77	139	156	202	202
2	2	68	78	140	157	203	219
3	3	69	79	141	158	204	203
4	4	70	80	142	159	205	204
5	5	71	81	143	161, 162	206	205
6	6	72	82	144	†	207	206
7	7	73	83	145	126	208	207
8	8	74	84	146	142	209	208
9	9	75	85	147	141	210	209
10	10	76	86	148	143	211	212
11	11	77-79	87	149	127	212	213
12	12	80	New	150	128	213	211
13-16	13	81	94	151	126 B	214	212
17-18	14	82-83	95	152	126 A	215	214
19	27	84	96	153	126 C	216	215
20	28	85	97	154	126 D	217	216
21	29	86	98	155	129	218	217
22	30	87	99	156	130	219	218
23	31	88	100	157	132	220	220
24-29	†	89	101	158	134	221	223
30	32, 33, 35,	90	102	159	135	222	224
31	38, 42	91	103, 104	160	136	223	225
32	39	92	105	161	137	224	226
32	36, 37, 40,	93	106	162	137 A	225	228
33	41, 43, 44	94	107	163	138	226	229
34	34	95	109	164	138	227	230
35	46	96	110	165	139	228	231
36	47	97-99	†	166	144	229	232
37	48	100	171	167	170	230	233
38	49	101	112, 113	168	166	231	234
39	50	102	114, 115	169	167	232	235
40	51	103	116	170	168	233	236
41	52	104	117, 118	171	146 A	234	237
42	53	105	119	172	146 A	235	238
43	54	106-109	†	173	177	236-239	†
44	55	110	120	174	177	240	New
45	56	111	121	175	178	241	242
46	57	112	122	176	179	242	244
47	58	113-119	†	177	180	243	174
48	45	120	123	178	181	244	246
49	†	121	123 A	179	182	245	251
50	69	122	124	180	170	246	246, 247,
51	61	123	New	181	170 A		250
52	61	124	125	182	170 A	247	248
53	63	125	195	183	171	248	249
54	63	125 A	163	184	177	249	245 A
55	64	126	145	185	173	250	251
56	65	127	146	186	174	251-252	†
57	66	128	146 A	187	175	253	252, 253
58	68	129	147	188	New	254	254
59	70	130	148	189	184	255	254
60	71	131	148 A	190	192	256	255
61	69	132	New	191	193	257	256
62	New	133	149	192	194	258	257
63	72	134	150	193	198	259	265
64	73	135	151	194	199	260	258
65	75	136	153	195	200	261	259
66	870	137	154	196-200	†	262	New
	76	138	155	201	201	263	260

† Spare.

COMPARATIVE TABLE—*Con.*

1939	1926	1939	1926	1939	1926	1939	1926
264	261	332	337	408	529	483	New
265	262	333	338	409	530	484	497
266	263	334	339	410	413	485	498
267	264	335	340	411	414	486	500
268	264	336	341	412	415	487	501
269	266	337	342	413	416	488	502
270	267	338	343	414	417	489	490
271	268	339	344	415	418, 424	490	503
272	269	340	345	416	†	491	504
273	270	341	346	417	419, 422	492	505
274	271	342	347	418	421	493	506
275	272	343	348	419	420	494	507
276-279	†	344	New	420	448	495	508
280	280	345	349	421	427	496	509
281	281	346	356	422	428	497	489
282	282	347	358	423	429	498	New
283	283	348	359	424	430	499	510
284	284	349	360	425	431	500	510
285	285	350	361	426	432	501	New
286	286	351	362	427	433	502	New
287	287	352	363	428	435	503	516
288	301	353	364	429	436	504	517
289	288	354	365	430	434	505	518
290	291	355	366	431	437	506	519
291	296	356	367	432	440	507	520
292	297	357	368	433	438	508	521
293	298	358	370	433	439	509	522
294	299	359	New	435	438 A	510	523
295	301	360	371	436	New	511-513	New
296	305, 307,	361	373	437	New	514	513
	308	362	374	438	441	515	512
297	307	363	372	439	442	516	514
298	302	364	376	440	445	517	515
299	303	365	377	441	446	518	524
300	300	366	378	442	449	519	525
301	304	367	379	443	New	520	New
302	289	368	380	444	586	521	526
303	290	369	New	445-453	450-466,	522	527
304	292	370	375		468, 469	523	511
305	293	371	385	454	470, 471	524	531
306	295	372	386	455	467	525	532
307	309	373	387	456	472	526	533
308	310	374	381	457	473	527	534
309	323	375	390, 391	458	476	528	537
310	312	376	388	459	474	529	538
311	319	377	394	460	478	530	539
312	311	378	395	461	475	531	540
313	318	379	396	462	477	532	543
314	315	380	389	463	479	533	545
315	314	381	392	464	480, 486	534	546
316	313	382	393	465	481	535	547
317	316	383	397	466	482	536	548
318	317	384	398	467	†	537	547
319	322	385-387	399	468	483	538	550
320	320	388	400	469	New	539	544
321	324	389	401	470-472	484, 492	540	551
322	326	390	402	473	485	541	552
323	325	391	403	474	493	542	553
324	New	392	382	475	443	543	535
325	328	393	New	476	444	544	542
326	330	394	383	477	494	545	541
327	331	395	384	478	486	546	554
328	332	396-404	†	479	488	547	555
329	333	405	411	480	487	548	556
330	335	406	423	481	495	549	557
331	335	407	528	482	496	550	558

† Spare.

COMPARATIVE TABLE—Con.

1939	1926	1939	1926	1939	1926	1939	1926
551	559	617	625	691	717	757	819
552	563	618	626	692	718	758	820
553	561	619	627	693	719	759	821
554	563	620	628	694	720	760	822
555	560	621	629	695	721	761	823
556	564	622	630-632	696	722	762	824
557	565	623	633	697	724, 725	763	825
558	536	624	634	698	723, 725, 726	764	826
559	567	625	635	699	727	765	827
560	566	626	636	700	728	766	828
561	568	627	637	701	729	767	829
562	569	628	638	702	731	768	831
563	570	629	656, 658	703	732	769	832
564	571	630	657	704	735	770	833
565	572	631	659	705	737	771	834
566	572 A	632	639	706	739	772	835
567	573	633	640	707	745-747	773	836
568	New	634	643	708	748	774	838
569	574	635	643 A	709	749	775	New
570	575	636	644	710	750	776	839
571	576	637	641	711	751	777	842
572	577	638	645	712	752	778	843, 846
573	578	639	642	713	753	779	844, 845
574	579	640	647	714	754	780	847
575	580	641	648	715	755	781	848
576	New	642	New	716	759	782	851
577	581	643	646	717	760	783	852
578	582	644	649	718	761	784	853
579	583	645	New	719	762, 763	785	854
580	584	646	650	720	764	786	855
581	585	647	651	721	765-767	787	856
582	587	648	653	722	768	788-794	†
583	588	649	652	723	769, 770	795	864
584	589	650	655	724	772	796	865
585	591	651-659	†	725	773	797	865
586	590	660	668, 691	726	774	798	New
587	592	661	669, 692	727	776	799	866
588	593	662	687	728	†	800	867
589	594	663	685, 706	729	779	801	868
590	596	664	686	730	780	802	869
591	597, 603	665	671	731	781	803	870
592	598	666	672	732	782	804	871
593	599	667	670	733	793	805	872
594	600	668	671	734	794	806	873
595	601	669	679	735	795	807	New
596	602	670	680	736	796	808	New
597	604	671	681	737	797	809	New
598	605	672	681 A	738	798	810	New
599	606	673	788	739	799	811	875
600	607	674	688	740	801	812	876
601	608	675	689	741	802	813	674
602	609	676	690	742	803	814	675
603	610	677	693	743	804	815	676
604	611	678	694	744	805	816	†
605	612	679	695	745	806	817	877
606	613	680	696	746	807	818	878
607	614	681	698	747	808	819	879
608	615	682	700, 701	748	809	820	880
609	616	683	702	749	810	821	881
610	617	684	703	750	811	822	882
611	618	685	New	751	813	823	883
612	619	686	787	752	814	824	884
613	620	687	789	753	815	825	885
614	621	688	790	754	816	826	886
615	622	689	791	755	817	827	887
616	623	690	706 A	756	818	828	888

† Spare.

COMPARATIVE TABLE—*Con.*

1939	1926	1939	1926	1939	1926	1939	1926
829	889	895	953	991	1065, 1069	1056	1128
830	890	896	954	992	1066	1057	1129
831	891	897	955, 956	993	1067	1058	1130
832	892	898	957	994	1068	1059	1131, 1132
833	893	899	958	995	1070	1060	1134
834	894	900	959	996	1072	1061	1141
835	895	901	960	997	1073	1062	1136
836	896	902	961	998	1074	1063	1137
837	897	903	969	999	1075	1064	1135
838	898, 899	904	New	1000	1076	1065	1140
839	900	905	970	1001	1077	1066	1143
840	901	906	970	1002	1078, 1078A	1067	1144
841	902	907	971		1078A	1068	1145, 1146
842	903	908	972	1003	1079	1069	1147, 1148
843	904	909	974	1004	1080	1070	1149
844	905	910	975	1005	1081	1071	1151
845	906	911	976	1006	1082	1072	1152, 1330
846	907	912	977	1007	1083	1073	1153, 1331
847	908	913	978	1008	1084	1074	1154
848	909	914	979	1009	1085	1075	New
849	910	915	980	1010	1086	1076	1158
850	911	916	981	1011	1087	1077	1155
851	912	917	982	1012	1088	1078	1157
852	913	918	983	1013	1089	1079	1159
853	914	919	984	1014	1090	1080	1156
854	915	920	985	1015	1091	1081	1160
855	916	921	986	1016	1092	1082	1161
856	917	922	987	1017	1093	1083	1162
857	918	923	988-991	1018	1094	1084	1163
858	919	924	996, 997	1019	1095	1085	1166
859	920	925	998	1020	1096	1086	1164, 1167
860	921	926	999	1021	1097	1087	1168
861	922	927	1000, 1001	1022	New	1088	1169
862	923	928	1002	1023	1098	1089	1170
863	923	929	1004	1024	1099	1090	1172
864	924	930	1005	1025	1100	1091	1171
965	925	931-961	1006-1033	1026	1101	1092	1173, 1174
866	926	962	1034	1027	1102	1093	1175
867	927	963	1036	1028	1103	1094	1176
968	928	964	1037	1029	1104	1095	1177
969	929	965	1038	1030	1105	1096	1178
870	931	966	1029-1041	1031	1106	1097	1181
871	932	967	1042	1032	1107	1098	1180
872	933	968	1043	1033	1108	1099	1182, 1183
873	934	969	1044	1034	1109-1111	1100	1184
874	936	970	1045	1035	New	1101	1185
875	937	971	1046	1036	1112	1102	1186
876	938	972	1047	1037	1113	1103	1187
877	939	973	1048	1038	1114	1104	1188
878	940	974	1049	1039	1114A	1105	1189
879	941	975	1050	1040	1113	1106	1190
880	942	976	1051	1041	1115	1107	1192
881	943	977	1052	1042	1116	1108	1193
882	962	978	1052	1043	1117	1109	1194
883	963	979	1053	1044	1118	1110	1195
884	964, 965	980	163, 299	1045	1116A	1111	1196
885	967	981	1054	1046	1116A	1112	1197
886	968	982	1055	1047	1119	1113	1203, 1204
887	945	983	1056	1048	1120	1114	1205
888	946	984	1057	1049	1121	1115	1206
889	947	985	1058	1050	1122	1116	1198
890	948	986	1059	1051	1123	1117	1199
891	949	987	1060	1052	1124	1118	1200
892	944	988	1061	1053	1125	1119	1201
893	950, 951	989	1062	1054	1126	1120	1202
894	952	990	1064	1055	1127	1121	1207

COMPARATIVE TABLE—*Con.*

1939	1926	1939	1925	1939	1926	1939	1926
1122	1208	1190	1275	1261	Note	1330	1415
1123	1209	1191	1276		(1353)	1331	1416
1124	1210	1192	1277	1262-1264	†	1332	1417
1125	1211	1193	1278, 1281	1265	1359	1333	1420
1126	1212	1194	1282	1266	1360	1334	1421
1127	1213	1195	1279	1267	1361	1335	1426
1128	1215	1196	1283	1268	1363	1336	1427
1129	1214	1197	1284	1269	1364	1337	1428
1130	1216	1198	1280	1270	1365	1338	1429
1131	1217	1199	1285	1271	1366	1339	1430
1132	1218	1200	1286	1272	1367	1340	1430
1133	1219	1201-1207	New	1273	1368	1341	1431
1134	1220, 1221	1208	1287, 1299,	1274	1369	1342	1432
1135	1222		1300, 1302	1275	1370	1343	1432
1136	1222 A	1209	1287, 1304	1276	1371	1344	1433
1137	1223	1210	1288	1277	1372	1345	1434
1138	1224	1211	1289	1278	1372 A	1346	1435
1139	1225	1212	1290	1279	1373	1347	1436
1140	1226	1213	1292	1280	1374	1348	1437
1141	1227	1214	1293	1281	1375 A	1349	1437 A
1142	1228	1215	1294	1282-1285	†	1350	1437 B
1143	1233	1216	1295	1286	1376	1351	1437 C
1144	1229	1217	1296	1287	1377	1352	1437 D
1145	1230	1218	1333	1288	1378	1353	1437 E
1146	1231	1219	1303	1289	1379	1354	1419
1147	†	1220	1306	1290	1380	1355	1437 F
1148	1234	1221	1307	1291	1381	1356	1437 G
1149	1235	1222	1308	1292	1382	1357	1437 H
1150	1236	1223	1309	1293	1383	1358	1439
1151	1237	1224	1310	1294	1384	1359	1440
1152	1238	1225	1311	1295	New	1360	1441
1153	1239	1226	1312	1296	1385	1361-1364	†
1154	1240	1227	1313	1297	1387	1365	1450
1155	1241	1228	1314	1298	1388	1366	1451
1156	1242	1229	1315	1299	1389	1367	1452
1157	1243	1230	1316	1300	1391	1368	1452 A
1158	1244	1231	1317	1301	1392	1369	1453
1159	1245	1232	1318	1302	1393	1370	1453 A
1160	1246	1233	1319	1303	New	1371	1453 B
1161	1247	1234	1320	1304	New	1372	326, 1454
1162	1248	1235	1321	1305	1390	1373	1455
1163	1249	1236	1322	1306	1394	1374	1456
1164	1250	1237	1323	1307	1395	1375	1457
1165	1251	1238	1325	1308	1396	1376	New
1166	1252	1239	1326	1309	1397	1377	1458
1167	1253	1240	1327	1310	1398	1378	1460
1168	†	1241	1328	1311	1399	1379	1462
1169	†	1242	1329	1312	1401, 1402,	1380	1463
1170	1260	1243-1245	†		1404 A	1381	1465
1171	1261	1246	1334	1313	1404, 1405	1382	1466
1172	1262	1247	1335	1314	1400	1383	1467
1173	New	1248	1336	1315	1401, 1402	1384	1468, 1468 A
1174	1263	1249	1337, 1338	1316	1403	1385	1469
1175	1264	1250	†	1317	1406	1386	1470
1176	1265	1251	1339, 1347	1318	1407	1387	1471
1177	1266	1252	1340, 1350	1319	†	1388	1472
1178	1267	1253	1341	1320	1409	1389	1473
1179	1268	1254	1342	1321	1412	1390	1474
1180	1269	1255	1343, 1345,	1322	1409, 1412	1391	New
1181	1270		1346	1323	1418	1392	1475
1182	1305	1256	1344	1324	1410	1393	1476
1183-1185	†	1257	1349	1325	1410	1394	1479
1186	1271	1258	1351	1326	1411	1395	1477
1187	1272	1259	1352	1327	1413	1396	1480
1188	1273	1260	1353	1328	1414	1397	1477
1189	1274			1329	1413	1398	1478

† Spare.

COMPARATIVE TABLE—*Conc.*

1939	1926	1939	1926	1939	1926	1939	1926
1399	1481	1438	1519	1479	1558	1518	1600
1400	1482	1439	1521	1480	1559	1519	1601
1401	1483	1440	1522	1481	1560	1520	1602
1402	1484	1441	1523	1482	1561	1521	1603
1403	1485	1442	1524	1483	1562	1522	1604
1404	1486	1443	1526	1484	1563	1523	1605
1405	1487	1444	New	1485	1564	1524	1606
1406	1488	1445	1527	1486	1565	1525	1607
1407	1489	1446	1528	1487	1566	1526	1608
1408	1490	1447-1449	†	1488	1567	1527	1609
1409	1491	1450	1535	1489	1568	1528	1610
1410	1491 A	1451	1536	1490	1569	1529	1611
1411	1491 B	1452	1537	1491	1570	1530	1612-1614
1412	1492	1453	1538	1492	1571, 1572	1531	1615
1413	1491, 1492 A	1454	1539	1493	1573	1532	1616
1414	1496, 1497	1455	1540	1494	1574	1533	1617
1415	1495	1456	1541	1495	1576, 1577	1534	1618
1416	1494	1457	1542	1496	1578	1535	1619
1417	1498	1458	1543	1497	1579	1536	1620
1418	1499	1459	1544	1498	1580	1537	1621
1419	New	1460	1545	1499	1581	1538	1622
1420	1500	1461	1547	1500	1582		
1421	1501	1462	1548	1501	1583		
1422	1502	1463	1549	1502	1585		
1423	1502, 1503	1464	1550	1503	1586		
1424	1504	1465	†	1504	1593		
1425	1505	1466	1551	1505	1584		
1426	1506	1467	1552	1506	1587		
1427	1507	1468	1553	1507	1588		
1428	1508	1469	1554	1508	1589-1591		
1429	1509, 1511	1470	1555	1509	1592, 1594		
1430	1510	1471	1556	1510	1584		
1431	1512	1472	1556 A	1511	New		
1432	1513	1473	1556 B	1512	New		
1433	1514	1474	1556 C	1513	1595		
1434	1515	1475	1556 D	1514	1596		
1435	1517	1476	1556 E	1515	1597		
1436	1518	1477	1556 F	1516	1598		
1437	1519	1478	1557	1517	1599		

APPENDICES

I	I
II	II
III	III
IV	IV
V	V
VI	VI
VII	paras. 15-25
VIII	paras. 88-93
IX	IX
X	X
IX	New

† Spare.

THE
KING'S REGULATIONS
AND ORDERS

for the
CANADIAN ARMY

1939

SECTION I.—ORGANIZATION

1.—COMPOSITION AND GOVERNMENT OF THE CANADIAN ARMY

General Principles

1. The Canadian Army is composed of officers and men of various arms and services who have undertaken a definite liability for service, or who have been required to serve therein under the provisions of the Militia Act and consists of:—

A. The Active Force, which shall henceforth, for all purposes of command and administration, be the designation used to describe, and which shall embody, the Permanent Force. The Active Force shall consist of such numbers of permanently employed officers and men detailed by ranks and trade groups as may be prescribed from time to time by the Governor in Council. The composition, organization and duties of the Active Force shall be such as may be laid down from time to time by the Minister. The Active Force is available for general service and for the instruction and administration of the Reserve Forces and shall comprise:—

- (i) A Field Force
- (ii) Coast and Anti-Aircraft Defence Units and Establishments
- (iii) Headquarters, Command and Area Staffs; training, intercommunication, administration, research, and development staffs, units and establishments
- (iv) Officers and men permanently employed but not borne on any regimental establishment.

Amdt. (No. 16) 30th Dec., 1939.

Amdt. (No. 17) 1st Apr., 1940.

Amdt. (No. 81) 17th July, 1946.

Amdt. (No. 101) 23rd June, 1947.

B. The Reserve Force which shall consist of such numbers of officers and men detailed by ranks and trade groups as may be prescribed from time to time by the Governor in Council. The composition, organization and duties of the Reserve Force shall be such as may be laid down from time to time by the Minister. The officers and men thereof shall be appointed to or enlisted in the Canadian Army and shall be liable to undergo not more than thirty days' training in any one year and to perform such other military duties and functions which shall not include continuous service except in an emergency as may from time to time be prescribed by the Minister. When during an emergency the Reserve Force or any portion thereof is placed on Active Service, other than in aid of the civil power, the units and personnel so placed shall, for purposes of designation and description only, be included in and form part of the Active Force. Wherever in these regulations the Non-Permanent Active Militia is referred to, then that phrase shall be deemed to describe the Reserve Force.

C. The Supplementary Reserve consisting of officers and men who, on ceasing to serve in either the Active Force or the Reserve Force, have volunteered to serve in the Supplementary Reserve and have been accepted for such service and who will not on such service being so accepted be retired or discharged from the Canadian Army but will be transferred or posted, as the case may be, to the Supplementary Reserve and may also comprise such other persons who have volunteered to serve in the Canadian Army for service in the Supplementary Reserve and have been accepted for such service. The composition, organization and duties of the Supplementary Reserve shall be such as may be laid down from time to time by the Minister (see Appendix XIII), but its duties shall not, unless otherwise ordered by the Governor in Council, include any period of compulsory annual training. The personnel of the Reserves formerly set up by Paragraph 240 of these Regulations are hereby transferred to the Supplementary Reserve and the Reserves therein referred to shall be deemed to have been merged in the said Supplementary Reserve.

D. The Canadian Officers' Training Corps which shall consist of such numbers of officer cadets and of commissioned officers required for their command, administration and training as may be prescribed from time to time by the Governor in Council. Officer cadets shall have status as 2/Lieutenants for all purposes and shall be subject to military law as officers but, except when otherwise especially ordered, they shall exercise military command only over other officer cadets placed under their command. The division of cadets into, and the formation, designation, composition and organization of contingents, the allocation of such contingents, and of individual officer cadets, to schools, colleges, universities and units and their duties, will be as may be laid down from time to time by the Minister. Officer cadets and commissioned officers provided for their command, administration and training shall be liable to undergo such annual military training as may be ordered by the Governor in Council and to perform such military duties, which shall not include continuous service except in an emergency, as may from time to time be prescribed by the Minister. Officers of the Reserve and Supplementary Reserve Forces may be posted or attached to Canadian Officers Training Corps contingents for purposes of command, administration and training.

E. The Cadet Services of Canada which shall consist of such numbers of commissioned officers as may be authorized from time to time by the Governor in Council, for the purposes of administration and training of cadet corps of the Royal Canadian Army Cadets. The com-

Amdt. (No. 81) 17th July, 1946.

Amdt. (No. 98) 19th May, 1947.

Amdt. (No. 101) 23rd June, 1947.

2. Additional to but not an integral part of the Canadian Army as educational and training establishments are—

- (i) Officially authorized cadet corps
- (ii) Officially authorized rifle associations and clubs
- (iii) Such training centres as may be authorized from time to time by the Minister.

3. The terms of service for the Militia are laid down in the Militia Act, Section 15. (See Appendix I.)

4. Peace establishments (Active Militia), shall be as published in General Orders. The training establishments are such as may be authorized by the Minister, and are governed by the moneys voted by Parliament for Militia Service.

5. The distribution of the Militia is shown in the Defence Forces List.

6. The Command-in-Chief of the Militia is vested in the King, and is exercised and administered by His Majesty or the Governor-General as his representative.

7. For the purposes of decentralization and command, the provinces of the Dominion of Canada are divided into military districts as set forth in para. 21. The district officer commanding each such district is responsible to the Minister for the efficiency of the Militia within his command.

8. The Minister is charged with all matters relating to defence, including the Militia, the Military, Naval and Air Services of Canada.

9. The channels of communication within the Department of National Defence and throughout the Militia are shown in Appendix II.

2.—ARMY HEADQUARTERS

The Defence Council

10. Pursuant to the powers conferred by the Department of National Defence Act (Chapter 136 Revised Statutes of Canada, 1927), His Excellency the Governor in Council created a Defence Council, whose duties and composition are as set out in Appendix V of these Regulations.

Distribution of Duties—Army Headquarters

(Militia Service)

11. The duties at Army Headquarters respecting the administration of the Canadian Militia shall be as apportioned by the Minister (see Appendix VI).

11A. The Canadian Army is administered by the Department of National Defence. The Military components of that Department shall for purposes of designation and description be referred to as Army Headquarters (the abbreviated reference being AHQ). All instructions and directions respecting decisions taken in the Department relating to Army matters, which are required to be communicated to the Army, will be promulgated by appropriate Orders issued by Army Headquarters which will be deemed to be *Military Orders* issued by competent military authority. (Effective 1st October, 1946.)

Amdt. (No. 81) 17th July, 1946.

Amdt. (No. 85) 13th Sept., 1946.

Inspection by Defence Council

12. When an inspection is made by one or more members or associate members of the Defence Council, the visit, in the absence of directions to the contrary, will be official, and all principal officers will attend, unless their attendance has been dispensed with by the Council.

Powers of the Adjutant-General

12A. The Adjutant-General is, in respect of the Militia, notwithstanding that any of the said Militia is not under his command, hereby vested with and may exercise and perform all the powers, duties and functions presently or hereafter vested in or to be exercised or performed by District Officers Commanding except powers of command.

3. INSPECTIONS GENERALLY

Inspector-General

13. An Inspector-General under the orders and direction of the Minister will inspect and report to the Minister upon the training and efficiency of the Militia and generally on the readiness and fitness thereof for war. He will report on the suitability and efficiency of armaments and equipment and on the condition of fortifications and defences.

14. Inspectors-General are authorized to make such visits of inspection, either personally or by deputy authorized by the Minister, as they may consider necessary at any time. When carrying out technical inspections an Inspector-General is authorized to request such assistance from the Arms and Services concerned as he considers necessary.

15. Inspections carried out by an Inspector-General or his deputy will supplement and not replace those of the district officer commanding as the officer immediately responsible for the efficiency of the troops within his command.

16. When no Inspector-General has been appointed his duties will be performed by the Chief of the General Staff.

position, organization and duties of the Cadet Services of Canada shall be such as may be laid down from time to time by the Minister, and notified in Regulations for the Cadet Services of Canada. The commissioned officers of the Cadet Services of Canada shall be appointed to the Canadian Army, and shall be liable to perform annual training for such periods as may be from time to time ordered in respect of the Reserve Force.

F. The Reserve Militia which shall consist of such numbers of officers and men as may be authorized from time to time by the Governor in Council. The composition, organization and duties of the Reserve Militia shall be such as may be prescribed from time to time by the Minister.

2. Additional to but not an integral part of the Canadian Army as educational and training establishments are—

- (i) Officially authorized cadet corps
- (ii) Officially authorized rifle associations and clubs
- (iii) Such training centres as may be authorized from time to time by the Minister.
- (iv) The Royal Military College.

3. The terms of service for the Militia are laid down in the Militia Act, Section 15. (See Appendix I.)

4. Peace establishments (Active Militia), shall be as published in General Orders. The training establishments are such as may be authorized by the Minister, and are governed by the moneys voted by Parliament for Militia Service.

5. The distribution of the Militia is shown in the Defence Forces List.

6. The Command-in-Chief of the Militia is vested in the King, and is exercised and administered by His Majesty or the Governor-General as his representative.

7. For the purposes of decentralization and command, the Dominion of Canada is divided into Military Commands as set forth in paragraph 21. The officer commanding each such command will command all troops within his command, except as may be otherwise ordered.

8. The Minister is charged with all matters relating to defence, including the Militia, the Military, Naval and Air Services of Canada.

9. The channels of communication within the Department of National Defence and throughout the Militia are shown in Appendix II.

2.—ARMY HEADQUARTERS

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10. Pursuant to the powers conferred by the Department of National Defence Act (Chapter 136 Revised Statutes of Canada, 1927), His Excellency the Governor in Council created a Defence Council, whose duties and composition are as set out in Appendix V of these Regulations.

Distribution of Duties—Army Headquarters

(Militia Service)

11. The duties at Army Headquarters respecting the administration of the Canadian Militia shall be as apportioned by the Minister (see Appendix VI).

Amdt. (No. 81) 17th July, 1946.

Amdt. (No. 101) 23rd June, 1947.

11A. The Canadian Army is administered by the Department of National Defence. The Military components of that Department shall for purposes of designation and description be referred to as Army Headquarters (the abbreviated reference being AHQ). All instructions and directions respecting decisions taken in the Department relating to Army matters, which are required to be communicated to the Army, will be promulgated by appropriate Orders issued by Army Headquarters which will be deemed to be *Military Orders* issued by competent military authority. (Effective 1st October, 1946.)

Inspection by Defence Council

12. When an inspection is made by one or more members or associate members of the Defence Council, the visit, in the absence of directions to the contrary, will be official, and all principal officers will attend, unless their attendance has been dispensed with by the Council.

Powers of the Adjutant-General

12A. The Adjutant-General, and in his absence from Army Headquarters the officer not below the rank of colonel, acting in his stead, is vested with and may exercise and perform all the powers vested in or exercisable by an officer commanding a command except powers of command, provided always that the Minister may by general or special direction limit the powers exercisable or performed by the Adjutant-General. Without limiting the generality of the foregoing the Adjutant-General shall, for the purpose of exercising his powers under these regulations, the Army Act (as applicable to the Canadian Army) and the Rules of Procedure thereunder, be deemed to be "in command", and to be a "superior authority" or "superior officer" with respect to all commands, areas, units and personnel of the Canadian Army.

3.—INSPECTIONS GENERALLY

Inspector-General

13. An Inspector-General under the orders and direction of the Minister will inspect and report to the Minister upon the training and efficiency of the Militia and generally on the readiness and fitness thereof for war. He will report on the suitability and efficiency of armaments and equipment and on the condition of fortifications and defences.

14. Inspectors-General are authorized to make such visits of inspection, either personally or by deputy authorized by the Minister, as they may consider necessary at any time. When carrying out technical inspections an Inspector-General is authorized to request such assistance from the Arms and Services concerned as he considers necessary.

15. Inspections carried out by an Inspector-General or his deputy will supplement and not replace those of the general officer or brigadier commanding a command as the officer immediately responsible for the efficiency of the troops within his command.

16. When no Inspector-General has been appointed his duties will be performed by the Chief of the General Staff.

Amdt. (No. 20) 9th Oct., 1940.

Amdt. (No. 66) 26th May, 1945.

Amdt. (No. 85) 13th Sep., 1946.

Amdt. (No. 101) 23rd Jun, 1947.

Amdt. (No. 108) 29th Sep., 1947.

Inspectors—Appointment and Duties of

17. The Minister may appoint inspectors for the purpose of carrying out, under the Inspector-General, technical inspections of the various arms and services.

18. The duties of inspectors acting under the Inspector-General will be in accordance with the instructions of the Minister as set forth in Appendix VII of these regulations.

18A. The Minister may also appoint an Inspector of Ordnance Services who will be responsible to and report to the Master General of the Ordnance. The Inspector of Ordnance Services so appointed will perform such duties as may from time to time be prescribed by the Master General of the Ordnance.

4.—COMMAND**Higher Commanders and Exercise of Powers of Command**

19. The Minister being charged essentially with the administration of the Militia decides what is to be done in all questions affecting the Militia and issues his instructions accordingly, but the actual command and the issuing of orders for carrying out these instructions are the duties of the executive commanders in the commands throughout the country.

20. The higher commanders of the Militia are the respective general officer or brigadier commanding a command each of whom is appointed to command a Command and will administer such military units as are quartered within the command, under his command. In addition to his duties in relation to the Militia he will also exercise and perform such duties in relation to the Royal Canadian Air Force as are set forth in the King's Regulations and Orders for the Royal Canadian Air Force.

Commands

21. The Military Commands into which Canada is divided are as follows:—

Western Command, comprising the provinces of British Columbia and Alberta, and the Northwest Territories and the Yukon.

Prairie Command, comprising the provinces of Manitoba and Saskatchewan, and the districts of Thunder Bay, Rainy River and Kenora in the province of Ontario.

Central Command, comprising the province of Ontario less the districts of Thunder Bay, Rainy River and Kenora.

Quebec Command, comprising the province of Quebec.

Eastern Command, comprising the provinces of Nova Scotia, Prince Edward Island, New Brunswick and Newfoundland.

Command of Station

22. (a) The senior combatant officer (see para. 201) at a station will be held responsible for the maintenance of discipline and order at the station, and to that extent will be the commander of the troops stationed there.

(b) He will command any troops at the station, the command of which is not specifically otherwise allotted.

Amdt. (No. 34) 17 Apr 1942.

Amdt. (No. 40) 3 Apr 1943.

Amdt. (No. 76) 28 Mar 1946.

Amdt. (No. 101) 23 Jun 1947.

Amdt. (No. 142) 25 Apr 1949.

(c) He is not responsible for, and is to avoid interfering with, administrative arrangements which are controlled by the officer commanding the command through the assistant adjutant and quartermaster-general.

(d) In the event of orders being issued to the troops or administrative arrangements being made which, in his opinion, are not suitable to the requirements of the station, he will represent his views to the officers concerned. If, in his opinion, immediate action is required, he will deal with the matter on his own responsibility, reporting to superior authority the reasons for his intervention and the nature of the orders issued by him.

Parole

23. The Governor General, as the King's representative, will give the "word" (parole) in all places within the Government.

24 to 29. Spare.

SECTION II.—DUTIES OF COMMANDERS, INSPECTIONS AND CONFIDENTIAL REPORTS

1.—DUTIES OF COMMANDERS

Officers Commanding Commands

30. (a) Subject to the regulations and instructions issued from Army Headquarters, an officer commanding a command will exercise military command over all troops in his command. The duties and functions with which he is charged and for which he is responsible, include:

- (i) the command, training, and efficiency of the troops located in the command,
- (ii) keeping up to date a scheme of mobilization for all troops stationed in or mobilizing within his command,
- (iii) ensuring that all ranks are acquainted with their duties on mobilization and in connection with local defence, and that those concerned have such access to the plans for mobilization and defence as is necessary for the proper performance of their duties,
- (iv) ensuring that his headquarters, less a minimum portion to remain at the permanent location for static administrative duties, is sufficiently mobile as training and operational considerations require,
- (v) the general supervision and control of the functions and duties of the officer in charge of administration and of the area commanders in his command.

(b) To the staff of each officer commanding a command there is appointed an officer styled the Officer in charge of Administration whose functions and duties, exercisable anywhere in the command, include:

- (i) co-ordination in the command of the duties of the Branches of the Adjutant-General and Quartermaster-General.
- (ii) the efficient functioning of the administrative services of the command under the orders of the officer commanding the command. He will co-ordinate the work of the maintenance services, dealing directly with the heads of services on all matters affecting the efficiency of any service in the command. Heads of services will have direct access to him,
- (iii) direct correspondence with Army Headquarters on all matters entrusted to him,

Amdt. (No. 13) 9 Nov 1939.

Amdt. (No. 108) 29 Sep 1947.

- (iv) supervision of the arrangements for recruiting and mobilization, and the arrangements for the provision of all requirements for maintenance service and training purposes throughout the command,
- (v) collection and collation of all returns, statements and reports required for the administration of the command,
- (vi) administrative matters including discipline, interior economy, control of institutes, messes and canteens, and the care and maintenance of regimental documents,
- (vii) control and conduct of all departmental services,
- (viii) control of all stores and supplies, including the supervision of the issue and return to store of ammunition, equipment, stores, etc., required by units and ensuring that the same are in accordance with the respective regulations appertaining thereto,
- (ix) maintenance of mobilization equipment, armaments, works and buildings,
- (x) the preparation of estimates,
- (xi) the strict enforcement of orders regulating admission to defence works and building (See App III),
- (xii) matters pertaining to the service of other ranks in accordance with the provisions of Section VII of these regulations,
- (xiii) grant of leave to officers and furlough to soldiers as provided for in paragraphs 1099 to 1133,
- (xiv) such other duties as may be prescribed by instructions issued by Army Headquarters.

(c) Subject to the instructions issued by Army Headquarters and to the general supervision and control of the officer commanding a command, and, in matters delegated to him, of the officer in charge of administration, an area commander will exercise military command over all units and troops in his area, and is responsible in such area for the efficient administration of all matters mentioned in subparagraph (b) above except that communication with Army Headquarters will be through command headquarters.

30A. (a) Each officer commanding a command is hereby authorized and empowered to exercise the following powers, namely,

- (i) to convene general courts-martial for the trial, in accordance with military law, of persons subject to that law who are under his command at the time when application for court-martial is made,
- (ii) to appoint a fit person for executing the office of judge advocate of any of such courts-martial convened by him,
- (iii) to exercise the powers, duties and functions under Section 183(2) of the Army Act in respect of reduction in rank of non-commissioned officers, whether the army is on active service or not.

(b) All the powers exercisable by an officer commanding a command may be exercised by the officer, if not below the rank of colonel, upon whom the command may devolve in the absence of the said officer commanding a command.

30B. (a) An officer in charge of administration is hereby empowered to convene district courts-martial for the trial of any soldier of the army within the command who, being subject to military law, is charged with an offence. He is hereby empowered to confirm the findings of said courts, and to approve, confirm, commute, mitigate or remit the sentence of such courts and to cause such sentences to be put into execution, according to the provisions of military law.

(b) An officer in charge of administration when convening district courts-martial is hereby empowered to appoint judge-advocates.

Amdt. (No. 13) 9 Nov 39.

Amdt. (No. 108) 29 Sep 47.

Amdt. (No. 133) 18 Oct 48.

(c) For the purpose of the exercise of his powers and performance of his duties under these regulations, the Army Act (as applicable to the Canadian Army) and the Rules of Procedure made thereunder, an officer in charge of administration shall be deemed to be "in command", and a "superior authority" or "superior officer" with respect to all units and troops within a command.

(d) All the powers granted to an officer in charge of administration may be exercised by the officer, if not below the rank of lieutenant-colonel, upon whom the duties of the office may devolve in the absence of the said officer in charge of administration except that such powers will not be exercised under Sections 47 or 57A of the Army Act.

30C. (a) An area commander is hereby empowered to convene district courts-martial for the trial of any soldier of the army within his area who being subject to military law is charged with any offence against such law. He is hereby empowered to confirm the findings of the said court, and to approve, confirm, commute, mitigate or remit the sentence of such courts and to cause such sentences to be put into execution according to the provisions of military law.

(b) An area commander when convening district courts-martial is hereby empowered to appoint judge advocates.

(c) All the powers granted to an area commander may be exercised by the officer, if not below the rank of lieutenant-colonel, upon whom command of the area may devolve in the absence of the said area commander except that such powers will not be exercised under Sections 47 and 57A of the Army Act.

30D. (a) In the application to the Canadian Army of Section 47 of the Army Act, each officer commanding a command, each area commander, and each officer in charge of administration shall be an additional authority for the purpose of the said section.

(b) Each officer commanding a command, each area commander, and each officer in charge of administration is hereby appointed a "superior military authority" for the purpose of Section 57A of the Army Act.

31. An officer commanding a command when applying for leave of absence will specify the officer upon whom his command will devolve. He will not quit the area of his command without permission.

32. An officer commanding a command will—

- (i) notify Army Headquarters of the death of any officer of the Canadian Army within his command. (See para. 1481.)
- (ii) prevent trespass upon private property by troops in his command, and will maintain friendly intercourse with magistrates and other functionaries.
- (iii) report immediately to Army Headquarters all cases in which the troops have been involved in riots or disturbances, either among themselves, or when civilians have been concerned, and will further report the result of his enquiries into the circumstances.
- (iv) report immediately to Army Headquarters any unusual incident having military significance which occurs within his command.

Amdt. (No. 13) 9 Nov 39.

Amdt. (No. 108) 29 Sep 47.

Amdt. (No. 133) 18 Oct 48.

- (v) furnish annually in time to reach National Defence Headquarters by the 1st February, a short general report upon the state of his command and the troops under his orders, bringing to notice in an appendix any shortcomings therein, and making suggestions for rectifying the same and for generally increasing the efficiency of the troops.
- (vi) revise annually the schemes for the defence of fortresses or defended ports within his command and will render to National Defence Headquarters by the 1st February copies of such revised schemes. Such schemes of defence should deal only with personnel and material actually available or such personnel and material as can be made available on emergency. The scheme should represent the plan on which he would defend the place with the existing resources.

33. The heads and officers of services in a district are, subject to the provisions of para. 111, under the orders of the district officer commanding for all purposes.

Duties of Commanding Officers of Units

34. A commanding officer is responsible to the King for the maintenance of discipline, efficiency and proper system in the unit under his command. He is also responsible for its training and readiness for war. He will, by advice and by timely intervention, endeavour to promote good understanding and to prevent disputes. He will discountenance any disposition in his officers to gamble or to extravagance. He will check any tendency among them to practical jokes, and whenever any serious case requiring his intervention arises, he is to record the manner in which it was disposed of and submit the same for the information of the higher commander under whom he is serving.

35. A commanding officer is to give his special countenance and protection to those officers who may, from motives of economy, be unwilling to join in any proposed expense.

36. A commanding officer is to pay particular attention to the preservation of the health of the troops. The responsibility for efficient supervision and for the remedy of sanitary defects rests upon the commanding officer and through him, upon subordinate commanders. Medical officers are charged with advising all officers commanding on these subjects, and the latter will incur grave responsibility if such advice is neglected without adequate reason.

37. A commanding officer will supervise and control all duties performed by those under his command and will be held accountable for and be responsible for the condition of all public equipment and stores pertaining to or on charge to his unit.

38. A commanding officer is responsible for the correct receipt and issue of all supplies. He will ensure that daily issues are inspected and weighed in the presence of an officer.

39. A commanding officer is personally to ascertain whenever armed parties are called out for the performance of any unusual duties, that the officers in charge are fully acquainted with all orders and instructions that bear on the service they may be called upon to perform.

40. A commanding officer will cause every order issued for general information to be either republished in unit orders or circulated to all under his command whom it may concern. He will afford his officers facilities for becoming acquainted with changes in the regulations promulgated through General or Militia Orders. Publication of unit and standing orders will be as directed in paras. 1490 and 1491.

41. (a) A commanding officer is responsible for the proper application of all regimental funds. He will supervise and control the committees formed for their management.

(b) Audits of regimental funds of units will be carried out as under:—

(i) Permanent Force units Quarterly. An audit will also be carried out upon every change of command.

(ii) Non-Permanent Active Militia units—At such times as may be determined by the Commanding Officer, but at least half-yearly. When a half-yearly audit only is carried out not more than six months must elapse between the carrying out of such half-yearly audits and each of such audits must be for periods terminating on the 30th June and 31st December. In addition to the above, an audit will be carried out upon every change in command, or upon the appointment of a new president or committee.

(c) The audit board to be assembled by the commanding officer of each Permanent Force and Non-Permanent Active Militia Unit will consist normally of two officers present with the unit, but when only one officer is available the audit will be carried out as directed by the district officer commanding. In any event no officer having any responsibility for the receipt, expenditure or accounting of the moneys to which the audit pertains will be a member of the audit board concerned.

(d) The accounts of the officers' mess, band, sergeants' mess, regimental institute, workshops, and all sports, charitable and other funds, will be laid before the board who will examine all vouchers, and will satisfy themselves that liabilities are not omitted from the balance sheets, that assets are not over estimated, and that the cash credits are actually available. The commanding officer is personally responsible for obtaining from the bank a certificate of the balance held on each account at the close of business on the last day of the period covered by the audit. This certificate will be handed direct to the president of the audit board to assist the board in the check and will subsequently be attached to the proceedings. The balance of the funds will be entered in the proceedings, and the board will record therein that these instructions have been carried out. The proceedings will be laid before the commanding officer for approval, and placed before the district officer commanding.

42. An officer in temporary command of a unit will not issue any standing orders, nor alter those which are at the time in force, nor authorize the application of regimental funds to any purpose other than the ordinary current expenditure, without reference to the permanent commanding officer or to the district officer commanding. An officer while absent from, and not in the exercise of, his command cannot issue regimental or other orders relating to such command.

43. A commanding officer is responsible for the systematic and efficient instruction of officers under his command in all professional duties and for their due preparation for examination for promotion. The general staff officer of the district staff will, under the orders of the district officer commanding, advise and assist a commanding officer in these educational tasks; and the district officer commanding at his annual inspection will fully enquire into the methods of instruction and report upon the results achieved.

44. A commanding officer will frequently direct field officers and captains to take command on parade, and to exercise the unit. He will encourage subalterns to qualify for the duties of adjutant, both in the field and in the orderly room, and will afford them every facility for so doing.

45. A commanding officer will bring especially to the notice of the inspecting officer any officers distinguished for proficiency in their duties. He will also bring to notice those who, from incapacity or apathy, are

Amdt. (No. 25) 10th June, 1941.

Amdt. (No. 31) 3rd March, 1942.

deficient in a knowledge of their duties, do not afford him that support which he has a right to expect, or conduct themselves in a manner injurious to the efficiency or credit of the unit or corps. This action will be additional to any reports the commanding officer may have made on the officers in question.

46. A commanding officer is responsible that the service and company, etc., rolls are properly made out and corrected from time to time. (See paras. 52 and 53.)

47. An officer commanding a coast defence and anti-aircraft unit of the Royal Canadian Artillery allotted to coast defence will be responsible for the care and preservation of the guns, ammunition and artillery material in charge of such unit.

48. Spare.

2.—DUTIES OF REGIMENTAL OFFICERS OTHER THAN COMMANDING OFFICERS

General

49. Every officer who has been two years in the Permanent Force, or five years in the Non-Permanent Active Militia (including commissioned service in any unit of His Majesty's Regular, Territorial or Dominion Forces) is expected to be capable of commanding and exercising a company, etc., in every situation and to be thoroughly acquainted with its interior management, economy and discipline, and, if he has been two years in command of a company, to be competent in every respect to undertake the duties of a field officer.

Field Officers and Captains

50. A field officer will make himself thoroughly acquainted with the professional abilities and acquirements of all officers placed under his supervision, and a company, etc., commander will acquire similar knowledge with regard to the officers under him.

51. Regimental field officers will assist and support their commanding officers to the utmost of their ability in all matters relating to the efficiency and interior economy of their unit. In the absence of the commanding officer, the senior regimental officer will act for him.

52. A company, etc., commander of the Non-Permanent Active Militia will keep correct records and nominal rolls of his company, etc., in which will be recorded all drills performed and all necessary information concerning the men under his command.

53. A company, etc., commander, in such corps of the Non-Permanent Active Militia as do not keep their service rolls regimentally, will keep at all times a correct service roll of his company, etc., in such form as may be directed.

54. A company, etc., commander will endeavour, subject to any orders and instructions of his commanding officer, to keep the unit under his command at full strength by the enrolment of suitable men to fill any vacancies therein.

55.(a) A company, etc., commander, even if the appointment he holds is only temporary in its nature, is charged with the equipment, ammunition, clothing and public stores appertaining to his command, and is accountable for them.

(b) He is responsible for the men's messes and necessaries being properly provided. He will pay attention to the cleanliness of the men and of their clothing, arms, accoutrements, barracks or quarters. He will take charge of all money received on account of his company, etc., and is responsible for the safe custody and proper expenditure of such money.

(c) Attention is drawn to the provisions of para. 796.

56. The visiting or inspection of barracks, stables, etc., will not, except in cases of necessity, be performed on Sunday. The holding of parades will, as far as possible, be avoided on Sundays.

57. A company, etc., commander, when his unit is not assembled for training, may, of his own authority, assemble his men to attend the funeral of any officer or man belonging to the unit, or for drill, target or range practice, or any other special military purpose, provided that no expense to the public is thereby incurred.

Adjutants

58. The adjutant is an officer appointed to act in the capacity of a staff officer to the commanding officer. His duties will include:—

- (i) drafting unit orders for the approval of his commanding officer and the promulgation thereof;
- (ii) the safe custody of all books and documents in the orderly room and the taking of necessary precautions to prevent unauthorized persons obtaining access thereto;
- (iii) the supervision of all details in connection with the regimental routine, administrative duties and the work of the orderly room;
- (iv) the supervision of regimental duty rosters;
- (v) special supervision over the manner in which the personnel who come under his immediate command perform their duties;
- (vi) the inspection of all guards, parties, and detachments detailed from the unit by order of the commanding officer, in order to ascertain that they are correctly turned out before handing them over to the officer, warrant officer or non-commissioned officer in command to whom he will give the commanding officer's instructions as to the duty to be performed.

Subalterns

59. Subalterns will be responsible to their company, etc., commanders for the supervision of the personnel of their respective platoons, etc. On joining they will provide themselves with nominal rolls of the personnel under their command and will, as soon as possible, make themselves acquainted with the disposition, character, age and service of each of their men.

60. All subalterns will be instructed in the routine of the orderly room and the quartermaster's office and will be made acquainted with the system of keeping paysheets and soldiers' accounts. Subalterns of mounted branches will undergo a practical course of instruction in the farrier's shop.

61. Subalterns shall take full advantage of the opportunities made available by commanding officers for their instruction in all matters pertaining to their preparation for promotion examinations and for gaining experience in their professional duties. (Vide paras. 43 and 44.)

Officers in Medical Charge of Units

62. A medical officer of a unit is responsible to the commanding officer for everything relating to the medical service of the unit, for the inspection of recruits, and is the adviser to the commanding officer on matters of sanitation.

Paymasters

63. (a) An officer appointed as paymaster in a unit of the Non-Permanent Active Militia will, so far as concerns the receipt, issue, safeguarding and accounting of public moneys, conform to such instructions in that regard as are from time to time issued by National Defence Headquarters, but in respect of all other duties pertaining to the appointment his status is that of a classified officer of his rank.

(b) When no paymaster is appointed the commanding officer will be responsible for the due performance of such duties.

Quartermasters

64. A quartermaster is responsible to his commanding officer for the cleanliness of the camp, quarters or barracks. He will attend to the billeting of the men, to the laying out of the camp, and will superintend the loading and conveyance of the baggage of his unit when on the march. It is also the duty of the quartermaster under orders of the commanding officer to receive all rations, forage and stores of every description belonging to the unit, and to issue them according to regulations. He is responsible for the proper keeping of all books affecting the accounting for stores, fuel, rations, etc., received into or issued from the unit stores and he is responsible for the supervision of all such books kept by company, etc., commanders who draw their stores, etc., through him.

65. The duties of quartermaster and paymaster should not be combined in one person, whenever it can possibly be avoided.

3.—INSPECTIONS AND CONFIDENTIAL REPORTS

Inspections—General Instructions

66. In addition to inspections by the Inspector-General or the officer acting for him (paras. 14 and 18), a district officer commanding will inspect, annually, every unit under his command, in such manner and at such times as may be most suitable, to enable himself to answer fully all questions contained in the annual inspection report. He will bear in mind that a single inspection affords little opportunity of forming a just estimate of the efficiency of a unit and that corps under his command should, so far as may be practicable, be at all times under his observation.

67. The inspection of artillery, engineer and signal units will include that of all ordnance, ammunition and technical stores in their charge, and is to be conducted in such a manner as to test the efficiency of all ranks in their technical duties. Artillery and engineers will not be inspected in infantry drills and battalion movements other than those necessary to enable them to take part in ceremonial parades.

Inspection of a Unit

68. (a) With a view to testing not only the efficiency and capacity for command of its commanding officers, but also its readiness for war, including mobilization arrangements, the annual inspection of a unit by the district officer commanding will be divided into two parts:—

- (i) In the field: to be held during the annual training, for the purpose of ascertaining whether the unit is efficient in training and discipline.
- (ii) In quarters: to be held at any convenient time during the year in order to ascertain that the ordnance, arms, ammunition explosives, public vehicles, harness, pack saddlery, saddlery, equip-

ment and clothing held on charge of a unit is maintained in a serviceable condition, that there are no deficiencies and that the books and records are properly kept.

(b) He will personally see the "Nominal Roll and Attendance at Drill" (Militia Book 28) of each company, etc., and satisfy himself that the periods of training for which pay is claimed have been duly performed.

69. The inspection of a company, etc., will be directed towards testing the capacity generally of the individual officers, warrant officers and non-commissioned officers to act as instructors and leaders, as well as the efficiency and readiness for war attained by the rank and file of their respective commands.

70. When a unit is inspected each officer and soldier, unless prevented by sickness or unavoidable cause, shall attend.

71. A district officer commanding who desires to bring to the notice of the Minister any remarks upon the points referred to in inspection reports by the Inspector-General, or officer acting for him, on the units under his command, will do so in a separate letter.

72. A district officer commanding will complete his annual inspection and forward his report thereof to reach National Defence Headquarters by 31st December.

73. If an officer or soldier desires to bring any grievance to the notice of an inspecting officer, he is to be afforded an opportunity of doing so. (See para. 417.)

74. Whenever an officer inspecting troops under his own command has occasion, as a result of such inspection, to mention in his report any defects or irregularities, he will also state the orders he has given with a view to their rectification; and when the occasion so requires he will direct such orders to be embodied in the order book of the unit. He will also state in his report in what manner and with what effect any orders issued at previous inspections have been obeyed. In cases where it may be necessary to repeat or call attention to any orders previously given, full particulars relating thereto will form part of his report. Where it is necessary to call attention to defects in barracks, or to make suggestions for their improvement, it will be stated whether it is proposed to deal with the service in the next year's estimates, or to provide for it locally.

75. An inspecting officer, not being the district officer commanding, is not to interfere either with the orders and regulations laid down in the district, or with the immediate control and supervision of the district officer commanding.

76. General officers and district officers commanding will, as a rule, be accompanied by one staff officer on their tours of inspection. Should circumstances necessitate their taking another, authority must first be obtained from National Defence Headquarters.

Confidential Reports

77. Confidential reports on officers of the Militia will be strictly confidential as between the officer reporting and the officer reported on. Such reports will be privileged and will, in no case, be made public.

78. A confidential report (M.F.B. 318) will be furnished annually to the Minister on every officer of the Permanent Active Militia.

79. Due consideration will be given to confidential reports whether favourable or adverse or partly favourable and partly adverse when deciding upon an officer's fitness for—

- (i) his present appointment.
- (ii) other employment.
- (iii) promotion.

80. Confidential reports on officers of the Militia will be furnished in accordance with the instructions of the Minister as set forth in Appendix VIII to these regulations.

SECTION III.—THE STAFF

1.—ORGANIZATION

Composition and Distribution

81. (a) The staff of the Militia consists of:—

- (i) The staff at National Defence Headquarters (Militia Services), which is divided into:—
 - (a) The general staff;
 - (b) The adjutant-general's staff;
 - (c) The quartermaster-general's staff;
 - (d) The master-general of the ordnance's staff.
 - (ii) The staff of military districts which is divided into:—
 - (a) The general staff branch;
 - (b) The adjutant-general's branch;
 - (c) The quartermaster-general's branch.
- (b) Attached to the headquarters of the military districts are the officers who are the heads of services in the district concerned.
- (c) The distribution of the staff is given in the Defence Forces List.

2.—APPOINTMENTS TO THE STAFF

82. All appointments to the staff of the Militia will normally be tenable for four years. On completing the term of his staff appointment an officer, if below the substantive rank of lieutenant-colonel, will return to regimental duty for a period of not less than one year. The term of a staff appointment may be extended in the interests of the service or a fresh appointment may be made irrespective of the time already spent upon the staff or in the performance of other duties.

83. An officer permanently employed, but not borne on a regimental establishment, and whose substantive rank is below that of lieutenant-colonel will, on the expiration of the tenure of his staff appointment, be attached for regimental duty to a unit of the Permanent Force for at least one year.

84. (a) An officer of the Permanent Active Militia, before appointment to the staff at National Defence Headquarters or at a district headquarters will be required to:—

- (i) have four years' service.
- (ii) have passed the examination for promotion to the substantive rank next above that held by him when selected for the appointment, except where there is no reasonable probability of his promotion until after he has completed his tenure of such appointment. In such cases it will rest with the officer to pass the examination for promotion before his turn for promotion arrives,

whether this occurs before or after the completion of his tenure. Should he have failed to qualify for promotion when his turn comes, he will be superseded.

(b) An officer of the Permanent Active Militia will not, as a general rule, be eligible to hold an appointment on the general staff unless he has graduated at the staff college.

(c) An officer of the Non-Permanent Active Militia, before being appointed to the Permanent Active Militia for the purpose of employment on the staff at National Defence Headquarters or of a military district, will be required to—

- (i) have served continuously for not less than four years as a combatant officer in an active unit of the Non-Permanent Active Militia.
- (ii) have passed the Militia Staff Course.
- (iii) hold a diploma of graduation or a certificate of military qualification from the Royal Military College, or the Long Course Certificate.

85. (a) An officer of the Non-Permanent Active Militia before appointment to the staff of a Non-Permanent Active Militia formation will be required to—

- (i) have served at least four years as a combatant officer in an active unit of the Non-Permanent Active Militia, and
- (ii) have passed the Militia Staff Course, or
- (iii) have been permanently appointed to, and done duty on the staff of a formation in the field, or
- (iv) hold qualifications acceptable to National Defence Headquarters as the equivalent of (ii) or (iii).

(b) The appointment to the staff of officers who do not possess the above qualifications will be provisional and subject to their obtaining the required qualifications within one year of the date of such appointment, except in the case of brigade majors and staff captains for which appointments officers must be in possession of the required qualifications.

86. In the case of extra-regimental (other than staff) appointments, an officer may be appointed pending his qualifying for promotion. He will be required to qualify at the earliest possible opportunity and until so qualified his appointment will be provisional only. Should his turn for promotion come, whilst thus employed and before he has qualified for promotion, he will be superseded.

87. If by reason of emergency, the Militia or any part thereof has been placed on active service, or if it appears probable that this action will be taken, officers holding staff appointments will not be permitted to revert to regimental duty.

3.—DUTIES IN MILITARY DISTRICTS

88. The distribution of staff duties as defined below is designed to meet peace requirements. The organization of the staff of an army in the field, which is necessarily different, is dealt with in Field Service Regulations.

89. (a) Orders other than those issued at manœuvres or in the field, will be arranged in two classes, viz:—

- General staff orders.
- Administrative staff orders.

(b) The orders comprised under each class will be divided into numbered paragraphs, each dealing with a separate subject, but the numbering for both classes combined will be consecutive throughout the year. Each

order will be prepared by the staff officer or head of the branch or service concerned.

(c) Orders should, as a rule, be embodied under one heading containing the name of the officer issuing the orders, the command or force to which the orders refer, and the date and place of issue.

(d) A staff officer signing orders will add to his signature his rank and the title of the appointment which he holds on the staff.

(e) General staff orders will be signed by the senior general staff officer, or, in his absence, by the next senior, or if there be no next senior, by such other staff officer whom for the time being the officer commanding a command may empower to sign general staff orders. A staff officer not belonging to the general staff, but temporarily authorized to sign general staff orders, will append to his signature his rank and "For general staff officer."

(f) Administrative staff orders will be signed by the assistant adjutant and quartermaster-general, or, in his absence, or if there be no assistant adjutant and quartermaster-general, by the senior staff officer present belonging to either the adjutant-general's or the quartermaster-general's branch. A staff officer signing orders relative to administration on behalf of the assistant adjutant and quartermaster-general will append to his signature his rank and "For assistant adjutant and quartermaster-general."

90. Upon the issue of mobilization orders or in cases of emergency, the actual concentration of the troops rests with the branch of the adjutant-general and quartermaster-general, respectively. The branch of the general staff assumes responsibility for the disposition of units when concentrated.

The General Staff

91. (a) The general staff officer of a command will deal directly with the officer commanding the command and will assist him in promoting military efficiency, especially in regard to the professional education of officers and the training of troops, and in carrying out the policy prescribed by Army Headquarters.

(b) He is charged with the supervision of—

- (i) schemes of defence in the command;
- (ii) organization for war;
- (iii) training and instruction of the troops, cadet services and rifle associations;
- (iv) professional education and examination of officers and other ranks;
- (v) staff tours;
- (vi) preparation and execution of schemes for concentrations, manoeuvres and field operations;
- (vii) intelligence and military security duties;
- (viii) reference and officers' libraries.

92. Where a general staff officer is not appointed, the duties appertaining to the general staff are carried out by an officer detailed by the officer commanding the command.

93. Estimates showing the proposed application of funds allotted for training purposes will be prepared by the general staff in consultation, where necessary, with the other staff officers and representatives of services.

Adjutant-General's and Quartermaster-General's Staff

94. (a) When an assistant adjutant and quartermaster-general is appointed to the staff of a command, he co-ordinates the duties of the adjutant-general's and quartermaster-general's staffs in such command. This officer is entrusted with the administrative services of the command,

and exercises his authority by order of the officer commanding the command, who may delegate to him such extended powers as will enable him to deal with all administrative matters which do not involve questions of policy or principle.

(b) When in these duties the assistant adjutant and quartermaster-general is assisted by a deputy assistant adjutant and quartermaster-general, the latter will not be an intermediary between the assistant adjutant and quartermaster-general and heads of services.

95. The duties of the adjutant-general's staff include questions relating to personal services, discipline, organization, drafts, establishments, mobilization, recruiting, medical services, civil employment of discharged soldiers, interior economy, medals, discharges, casualties, military prisons and detention barracks, chaplains, reserve formations and records.

96. (a) The duties of the quartermaster-general's staff include questions relating to the movements of troops; issue of routes; appropriation, occupation and equipment of barracks and hospitals; hire of buildings to supplement barrack accommodation; arrangement for camps, issues of ammunition, supplies, clothing and equipment.

(b) These duties are performed by the district engineer officer and the command supply and transport officer and the command ordnance officer, each of whom respectively deals with the subjects allotted to the corresponding directorate at Army Headquarters.

97-99. Spare.

SECTION IV.—SPECIAL APPOINTMENTS

Deputy Command Medical Officer

100. In each command an officer of the Royal Canadian Army Medical Corps, (N.P.) may be selected, irrespective of rank, for appointment as deputy command medical officer, whose duties will be to assist the command medical officer in general administrative matters pertaining to units of the Royal Canadian Army Medical Corps (N.P.) within the command. Such appointment will normally be tenable for four years.

Adjutant—Permanent Force

101. (a) In the Permanent Force the appointment of adjutant may be held by a lieutenant or captain. Such appointment will normally be tenable for three years which may, in exceptional circumstances, be extended for a period of one year.

(b) A commanding officer will forward to the officer commanding a command for submission to Army Headquarters, the name of the officer serving under his command whom he recommends for the appointment of adjutant. Such officer must—

- (i) have qualified for promotion to the rank of captain in the arm of the service to which he belongs.
- (ii) be in every way fit for the appointment.

Adjutant—Non-Permanent Active Militia

102. Cancelled. (Effective 19 Mar. 48.)

Amdt. (No. 64) 14 Apr. 45.

Amdt. (No. 120) 5 Apr. 48.

103. Cancelled (effective 19 Mar 48.)**Assistant Adjutant**

104. (a) An officer not above the substantive rank of captain may be appointed assistant adjutant on the staff of each regiment of cavalry and each battalion of infantry of the Non-Permanent Active Militia. The appointment will normally be tenable for four years from date of first appointment whether provisional or otherwise.

(b) To be eligible for such appointment an officer must—

(i) have qualified for his rank.

(ii) have qualified in the appropriate wing of the Canadian Small Arms School, as under, or held equivalent qualification obtained in another small arms school in the British Empire:

Cavalry (Horsed)—“A” Wing

Infantry (Rifle)—“A” Wing

Cavalry (Armoured car)—“A” Wing

Cavalry (Mechanized)—“B” Wing

Infantry (Machine gun)—“B” Wing

Infantry (Tank)—“B” Wing

A Diploma of Graduation or a Certificate of Military Qualification (all arms) from the Royal Military College will be accepted in lieu of the “A” Wing qualification for this appointment.

(c) The duties of this appointment have especially to do with—

(i) instruction in small arms.

(ii) the co-ordination of the training of his unit in small arms.

(iii) arranging field practices for weapon training.

(iv) arranging competitions in weapon training.

(d) When no officer qualified as in sub-para. (b)(ii) above is available, an officer may, subject to the approval of Army Headquarters, be appointed provisionally. He will be required to obtain the necessary small arms qualifications within one year of the date of such appointment.

Command of Signal Troop or Inter-communication Platoon**(Cavalry or Infantry)**

105. (a) An officer not above the rank of captain may be appointed to command the signal troop of a headquarters squadron of a cavalry regiment, or the inter-communication platoon of a headquarters company of an infantry battalion. An officer so appointed will be allowed one year in which to qualify in signalling and the appointment will be tenable for four years.

(b) When the appointment is held by a subaltern who has qualified for captain in the arm of the service to which he belongs, such officer, upon becoming senior in his rank and qualified in signalling, may be promoted captain.

(c) Where a captain has been appointed to command a signal troop or inter-communication platoon, as referred to above, the total number of squadron or company captains in the regiment or battalion may not be increased to fill such vacancy until the officer so appointed has qualified in signalling.

106-109. Spare.

Amdt (No 18) 16 Jul 40.

Amdt (No 120) 5 Apr 48.

SECTION V.—SERVICES AND BRANCHES

1.—ARMY HEADQUARTERS

(Militia Services)

110. Officers serving at Army Headquarters are on, or attached to, the respective branches of the staff of the Militia, i.e., the general staff, the adjutant-general's staff, the quartermaster-general's staff, or the staff of the master-general of the ordnance. Their duties are included in those allocated to the heads of branches as defined in Appendix VI.

2.—MILITARY COMMANDS

111. (a) Heads and officers of services in a command are under the officer commanding the command for all purposes of discipline and command. They may correspond on subjects connected solely with their technical duties with the head of their service or branch at Army Headquarters, and vice versa, as defined in para. 1452 (iv) and Appendix II.

(b) They will, however, always keep their officer commanding the command acquainted with any instructions they may receive, and any proposals directly connected with their technical duties they desire to put forward. Should the officer commanding the command dissent from any such proposals, the proposal will be forwarded by him with his comments thereon.

3.—DUTIES OF SERVICES

112. The duties of engineer, medical and veterinary services, and the Royal Canadian Army Service Corps (P.F.), Royal Canadian Ordnance Corps (P.F.), Royal Canadian Army Pay Corps and the Corps of Military Staff Clerks are defined in the regulations, standing orders, etc., for such services and corps.

113 to 119. Spare.

SECTION VI. — OFFICERS — APPOINTMENTS, PROMOTIONS, HONORARY RANKS, COMMAND AND PRECEDENCE, TENURE, TRANSFERS, RESERVES AND RETIREMENT

1.—GENERAL INSTRUCTIONS

120. All military appointments, promotions, transfers, retirements, resignations and removals will be published in the *Canada Gazette*. Notification so published will be official for all military purposes. Copies of the *Canada Gazette* will be transmitted to each officer commanding a command to enable him to notify in orders such details as affect his command. Unless otherwise stated, promotions, etc., take effect from the date of *The Gazette* in which they appear.

121. When an officer's first appointment has been notified in the *Canada Gazette* he will be required to take the oath prescribed in Section 21 of the Militia Act, Chapter 132, R.S.C. 1927. Such oath will be taken before an officer on the active list, not below the substantive rank of captain, who has taken the oath of allegiance or before a justice of the peace.

122. Except when new units are being formed, first appointments of officers will be made to the junior rank in the corps concerned.
Amdt. (No. 6) 1st Aug., 1939.

123. The form of the commission to be given shall be appointments appropriate to the status which it is intended the officer concerned shall hold, i.e.—

- (i) combatant officer, or
- (ii) classified officers (vide paras. 191 and 192), or
- (iii) officer other than as in (i) or (ii).
- (iv) female officer.

124. A commission will be given to each officer on appointment. No officer shall at the same time hold more than one commission in the Canadian Militia.

125. When an officer relinquishes his combatant commission for the purpose of an appointment, such as paymaster or quartermaster, he will, with such appointment, be given rank equivalent to the rank which he has resigned. An officer thus appointed must qualify for his new appointment within one year from date of such appointment.

125A. All officers of the Active Force will present themselves annually for inoculation or reinoculation, and for vaccination or re-vaccination, which will be performed as considered necessary by the medical officer in charge.

2.—APPOINTMENTS

Permanent Active Militia

126. Cancelled.

127. To be eligible for a commission in the rank of 2nd lieutenant or lieutenant in the Permanent Active Militia a candidate must, except when otherwise specially provided, fulfil the following conditions:

- (i) be a British subject.
- (ii) be certified by a medical board to be physically fit for military service in accordance with the Instructions for the Royal Canadian Army Medical Corps and the Canadian Army Dental Corps.
- (iii) be between the ages of 18 and 25 on the 1st day of January in the year in which he would be first appointed to the Permanent Active Militia.
- (iv) be unmarried; and
- (v) (a) hold a diploma of graduation from the Royal Military College and be recommended by the Commandant, Royal Military College, as in all respects suitable for appointment to the Permanent Active Militia; or
- (b) have successfully completed his second year as a student at a recognized Canadian or British university, or have a certificate acceptable to Army Headquarters as equivalent thereto, and in addition hold a commission in the Active Militia; be qualified for the rank of lieutenant in the arm or service in which he is applying for a commission; pass the Royal Military College Long Course as prescribed in para. 130, and be recommended by the Commandant, Royal Military College as in all respects suitable for appointment to the Permanent Active Militia (preference will be given to those candidates who have served in the Canadian Officers' Training Corps and obtained Certificate "A" or "B"); or

Amdt. (No. 43) 14th Oct., 1943.

Amdt. (No. 84) 9th Sep., 1946.

Amdt. (No. 104) 11th Aug., 1947.

- (c) have served satisfactorily for a period of at least six months as a combatant officer in His Majesty's Regular Forces (if a candidate for a commission in the artillery, engineers or signals, this service must have been in the corresponding arm); or
- (d) have served satisfactorily as a combatant officer for at least one year with a British force on active service and be recommended by the commanding officer under whom he then served (if the candidate is one for a commission in the artillery, engineers or signals such service must have been in the corresponding arm); or
- (e) pass, the literary examination prescribed in para. 132 and in addition hold a commission in the Active Militia; be qualified for the rank of lieutenant in the arm or service in which he is applying for a commission; pass the Royal Military College Long Course as prescribed in para. 130 and be recommended by the Commandant, Royal Military College as in all respects suitable for appointment to the Permanent Active Militia.

128. Graduates from the Royal Military College of Canada and graduates from recognized universities may be appointed to first commissions in the rank of lieutenant. All other appointments in para. 127 will be in the rank of 2nd lieutenant.

129. (a) With respect to the undermentioned arms and services the following special provisions will apply as additional or alternative, as the case may be, to those contained in para. 127.

(b) Royal Canadian Engineers (P.F.)

The candidate, if not in possession of a diploma of graduation from the Royal Military College must hold a degree in applied science from a recognized university where military instruction forms part of the curriculum.

(c) Royal Canadian Corps of Signals (P.F.)

The candidate, if not in possession of a diploma of graduation from the Royal Military College must hold a degree in electrical engineering from a recognized university where military instruction forms part of the curriculum.

(d) Royal Canadian Ordnance Corps (P.F.)

(i) The candidate, if not in possession of a diploma of graduation from the Royal Military College must hold a degree in applied science from a recognized university, for appointment to the directing staff.

(ii) For appointment as an ordnance mechanical engineer, the candidate, if not in possession of a diploma of graduation from the Royal Military College, must have a degree of bachelor of science (mechanical or electrical engineering) from a recognized university.

(e) Royal Canadian Army Medical Corps (Active Force)

(i) In the case of the Royal Canadian Army Medical Corps (Active Force), a candidate prior to final acceptance for a commission as a medical officer must normally be under 30 years of age, a graduate in Medicine from an accredited university, have completed one year's pre or post graduate internship in an approved hospital and possess a licence to practice Medicine in a Province of Canada.

Amdt. (No. 3) 15 May 1939.

Amdt. (No. 100) 9 Jun 1947.

(ii) A candidate for appointment to the Royal Canadian Army Medical Corps will take the basic military training prescribed for all new candidates for the Active Force and in addition will complete three months' training at the Royal Canadian Army Medical Corps School prior to being posted to first appointment. He will be required to qualify in the examinations at the completion of the above course and be recommended by the Officer Commanding the School as in all respects suitable for the appointment to the Canadian Army Active Force.

(iii) Before a candidate will be permitted to attend this course he must be recommended for appointment to the Canadian Army by the General Officer or Brigadier Commanding the Command in which his unit is stationed and by the Officer Administering the Corps.

(iv) All first appointments of Medical Officers shall be to the Royal Canadian Army Medical Corps with the rank of Captain. On appointment such officers will be posted in accordance with establishments to either Royal Canadian Army Medical Corps units, or other Active Force units for general medical and sanitary duties.

(f) *Royal Canadian Dental Corps (Active Force)*

(i) A candidate must be under 30 years of age and a registered dental practitioner in one of the Provinces of Canada.

(ii) Candidates who have held a licence to practise in one of the Provinces of Canada shall be appointed to the Royal Canadian Dental Corps (Active Force) in the rank of Captain, if such licence has been held for a minimum of one year. Candidates who have held such licence for a period less than one year shall be appointed in the rank of Lieutenant. Promotion to the rank of Captain may be made on qualification and recommendation after the expiration of one year as a licentiate.

(iii) A candidate for appointment must be acceptable to and recommended by the Director General of Dental Services.

(iv) Dental Officers detailed for duty in a capacity in which special professional knowledge is necessary as a qualification may be granted acting higher rank with pay and allowances, if considered necessary.

130. Before a candidate for a commission in the Permanent Active Militia will be permitted to attend the Long Course at the Royal Military College he must:—

(i) Be recommended by the officer commanding or officer administering the corps in which such commission is desired and by the general officer or brigadier commanding a command concerned.

(ii) Undergo at least six months' training and instruction attached to a unit of the arm or service in which the candidate desires a commission, and at the conclusion of such attachment be recommended by the senior officer of the Permanent Active Militia under whom he has been serving as being in all respects suitable for a commission in the Permanent Active Militia.

(iii) Pass a test examination to be laid down from time to time by Army Headquarters. A pass in this examination will be 30 per cent of the marks allotted in each paper.

131. A candidate for appointment to a commission in the Permanent Active Militia shall, before undergoing attachment or attending a course of instruction preparatory to such appointment, sign an honourable undertaking to accept appointment in the Permanent Active Militia and to serve therein for a period of not less than three years on probation, if so required.

132. (a) A candidate for a commission in the Permanent Force who is not qualified under para. 127 (v) clauses (a) to (d), will be required to pass a literary examination in the subjects laid down for the Army Special Certificate.

Amdt. (No. 100) 9 Jun 1947

(b) This examination will be held twice yearly on the second Tuesday, Wednesday, Thursday, Friday and Saturday in March, and the first Tuesday, Wednesday, Thursday, Friday and Saturday in October.

(c) The scope of the subjects is laid down in Educational Training.

133. (a) A Canadian Officers' Training Corps Certificate "A" in the arm or service in which it is issued will be accepted as qualification for the rank of lieutenant as required by para. 127 (v) (b).

(b) A Canadian Officers' Training Corps Certificate "B" will be accepted in lieu of the test examination referred to in para. 130 (iii).

134. All combatant commissions in the Permanent Active Militia in the rank of lieutenant, will in the first instance be offered, subject to graduation and recommendation by the Commandant, to the graduating class of the Royal Military College.

135. (a) To be eligible for appointment to the Permanent Active Militia in a rank senior to that of lieutenant, an officer must be qualified in accordance with paras. 127 or 129 as applicable, and in addition must have passed the examination and tests laid down in those regulations for promotion to such senior rank in the Permanent Active Militia.

(b) He must be at least 10 years younger than the age limit for the rank in which he is to be appointed. Vide para. 253.

136. A candidate for appointment as nursing sister in the Royal Canadian Army Medical Corps (P.F.) must be—

(i) A British subject and physically fit for military service.

(ii) Under thirty years of age; unmarried, or a widow without children.

(iii) A graduate of a school of nursing accredited by the Canadian Nurses' Association and registered in a provincial Registered Nurses' Association.

137. (a) The appointment as 2nd lieutenant of a warrant officer or non-commissioned officer will not, except in the case of a candidate who has performed special meritorious service, or distinguished service in the field, be considered unless the candidate:—

(i) is under 26 years of age.

(ii) is unmarried.

(iii) is fit for general service.

(iv) has not less than 2 years' service.

(v) has a clear regimental conduct sheet.

(vi) holds non-commissioned rank not below that of corporal.

(vii) has passed the examination laid down in para. 132.

(b) Such candidate, if appointed, will be required to complete, within two years of the date of his appointment to the rank of 2nd lieutenant, the qualifications required for all other officers on first appointment to the arm or service concerned.

138. A warrant officer or non-commissioned officer of the Permanent Force, not over 50 years of age, may be appointed quartermaster with the rank of lieutenant.

139. (a) An appointment as district officer, quartermaster or riding master may be given to a selected warrant officer (not over 50 years of age) of the Royal Canadian Artillery (P.F.).

(b) A candidate for the appointment of district officer must be in possession of a master gunner's certificate.

140. An appointment as assistant ordnance mechanical engineer and ordnance executive officer 3rd class will only be granted to a qualified warrant officer (not over 50 years of age) of the Royal Canadian Ordnance Corps (P.F.).

141. An appointment as officer clerk with the rank of lieutenant may be given to a warrant officer, Class I (not over 50 years of age) of Section "A," Corps of Military Staff Clerks.

142. (a) All appointments to the Permanent Active Militia shall be on probation for three years. At the expiration of each year of this period or in case of necessity at any time during said period, a special report will be made by the two senior officers of the unit or staff to which the officer belongs. These officers will record their opinion as to whether the retention in the service of the officer reported upon is in every respect desirable and likely to be advantageous to the Permanent Active Militia.

(b) In the event of an officer being unfavourably reported upon twice, the Minister will decide whether the officer shall be retained.

143. (a) An officer on first appointment to the Permanent Active Militia will be required to report to the station to which he is posted for duty within one month from the date of his appointment. This period may be curtailed should the exigencies of the service so require.

(b) Such officer, on joining his unit, shall report himself personally through the adjutant to the commanding officer.

144. Short Service Commissions—(1) A person who possesses the general qualifications to be eligible for appointment to a commission may be granted such commission in the Active Force for a short term of service.

(2) The period of service for a person appointed to a commission as prescribed in (1) of this paragraph shall be for continuous general service for a period of seven years or such shorter period as prescribed by the Chief of the General Staff.

Non-Permanent Active Militia

145. To be eligible for an appointment to a commission in the Non-Permanent Active Militia a candidate, except when otherwise specially authorized must—

- (i) deleted
- (ii) be not less than 18 years of age;
- (iii) be recommended by the officer commanding the unit concerned;
- (iv) be resident within the recruiting area of the unit concerned;
- (v) be certified by a medical officer of the Militia to be physically fit for service in accordance with the standards laid down in the Instructions for the Royal Canadian Army Medical Corps and the Canadian Army Dental Corps.
- (vi) have passed the matriculation examination of a recognized Canadian university, or
 - (a) have a pass standard in the matriculation examination of any province in Canada, or
 - (b) pass in certain educational subjects at an examination to be set by Army Headquarters.

146. For military qualifications required on first appointment to a commission see paras. 762 et seq.

147. First appointments shall be with the rank of 2nd lieutenant except:—

- (i) those provided for in paras. 155, 156, 160, 161 and 192.
- (ii) on organization or reorganization of a unit of the Active Militia when provisional rank above that of 2nd lieutenant may be granted.
- (iii) as provided for in para. 153.

148. An officer who is granted provisional rank on organization or reorganization of a unit of the Non-Permanent Active Militia, or under para. 155, will be required to qualify for such rank within one year from date of appointment. If the officer so qualifies his rank will be confirmed from the date of his provisional appointment. Where in special cases authority has been granted for an extension of the period in which the officer is required to qualify, such officer will be confirmed in his rank as of the date he so qualifies.

Amdt (No 3) 15th May 39.

Amdt (No 15) 12th Dec 39.

Amdt (No 80) 18 Jun 46.

Amdt (No 121) 12 Apr 48.

149. (a) During the period from April 1, 1946, to April 1, 1948, supernumerary officers, warrant officers and non-commissioned officers, excepting officers commanding units, warrant officers Class I, corporals and lance ranks, may be appointed or posted to all units of the Non-Permanent Active Militia in addition to their authorized establishments as set out hereunder, provided the total numbers, including such supernumerary officers, warrant officers and non-commissioned officers, shall not exceed the total numbers of all ranks approved for the Non-Permanent Active Militia:—

- 10 per cent of the establishment of majors, warrant officers Class II and staff-sergeants (or equivalent rank)
- 20 per cent of the establishment of captains
- 30 per cent of the establishment of subalterns and sergeants.

If application of the aforesaid rule gives a fractional result the next highest whole number will apply i.e. 30 per cent of 11 will be taken as 4.

(b) Selection of such officers, warrant officers and non-commissioned officers shall be made from personnel who have served on active service during the war with the German Reich and its Allied or Associated Powers with preference given to personnel with battle experience. Such personnel shall be carried supernumerary in the substantive rank held by them at the time they ceased to serve on active service.

(c) Subject to the approval of the District Officer Commanding, such officers, warrant officers and non-commissioned officers shall be absorbed within the authorized establishment upon which they are carried supernumerary as vacancies occur and in the rank held while carried supernumerary to said establishment. No promotions will be permitted within the establishment to any rank in which an officer, warrant officer or non-commissioned officer is being carried supernumerary.

(d) Supernumerary officers, warrant officers and non-commissioned officers carried as aforesaid shall receive pay of rank for each day's training undergone within the limits for training from time to time prescribed for the Non-Permanent Active Militia.

(e) Officers who on the date the provisions of this paragraph come into effect are being carried supernumerary pursuant to the provisions of paragraph 149 of King's Regulations and Orders for Canadian Army, 1939, as it existed prior to this amendment, shall continue to be carried supernumerary until absorbed into appropriate vacancies. (Effective 1st April, 1946.)

150. Gentlemen cadets of the Royal Military College and cadets of the Canadian Officers' Training Corps, when selected under paras. 676 and 696 to attend courses at schools of instruction or to be attached to units of the Non-Permanent Active Militia, will be granted temporary commissions as 2nd lieutenants.

151. A gentleman cadet on leaving the Royal Military College of Canada with a diploma of graduation or a certificate of military qualification who has not been granted a commission in any other of His Majesty's Forces and who, by the regulations for the Royal Military College of Canada, is required to accept a combatant commission in the Non-Permanent Active Militia, may be allowed to make his own selection of the unit to which he desires to be appointed, provided: (i) the provisions of para. 770 are complied with; (ii) the unit he selects is active and located in the military district in which he resides; and (iii) he is acceptable to the commanding officer of the unit selected.

Amdt. (No. 80) 18th June, 1946.

officer on its establishment, but any supernumerary medical officer so attached shall be of a rank junior to that of the medical officer carried on the establishment.

158. A candidate for appointment as nursing sister, dietitian, physiotherapy aid, occupational therapist or home sister in the Royal Canadian Army Medical Corps (N.P.) must be:—

- (i) a British subject and physically fit for military service.
- (ii) under forty-five years of age; unmarried or a widow without children.
- (iii) A nursing sister must be a graduate of a school of nursing accredited by the Canadian Nurses' Association and registered in a provincial Registered Nurses' Association.
- (iv) A Dietitian must be a graduate of an approved School of Dietetics and hold a degree in Household Science or Dietetics, preferably have post graduate experience in a hospital of recognized standing and must be eligible for membership in the Canadian Dietetic Association.
- (v) A Physiotherapy aid must be a graduate of an approved School of Physiotherapy and be eligible for membership in the Canadian Physiotherapy Association.
- (vi) An occupational therapist must be a graduate of a recognized school of Occupational Therapy and be a member in good standing of the Canadian Association of Occupational Therapy.
- (vii) A home sister must be qualified in accordance with the provisions of "Instructions for the Royal Canadian Army Medical Corps and Canadian Dental Corps, 1937."

159. Upon appointment a nursing sister will be posted to a unit of the Royal Canadian Army Medical Corps (N.P.). Lists (by units) of nursing sisters of the Royal Canadian Army Medical Corps (N.P.) will be maintained at each district headquarters.

160. (a) A candidate for appointment to a commission as a dental officer in the Canadian Dental Corps must be a registered dental practitioner in one of the Provinces. The official designation of such an officer shall be Dental Officer.

(b) First appointments of dental officers, Canadian Dental Corps (N.P.) (General List) shall be with the rank of lieutenant.

161. First appointments to the Royal Canadian Army Veterinary Corps (N.P.) shall be with the rank of lieutenant. Qualifications for appointment to the Royal Canadian Army Veterinary Corps (N.P.) will be such as may from time to time be prescribed by the Minister and notified in Regulations for the Canadian Army Veterinary Service.

162. (a) A candidate for appointment to the Canadian Postal Corps must be an officer of the Post Office Department of a grade not lower than postal clerk.

(b) Candidates on appointment shall be given the rank of 2nd lieutenant, but shall, within two years of their appointment, be required to undergo a qualifying examination in subjects (Y) (i) Pt. I, (Z) (i) and Duties of Postal Officers in the field. (See also para. 762.)

Amdt. (No. 3) 15th May, 1939.

Amdt. (No. 5) 1st July, 1939.

Amdt. (No. 14) 24th Nov., 1939.

Amdt. (No. 21) 1st Jan., 1941.

Amdt. (No. 44) 26th Oct., 1943.

163. Conditions and requirements for appointment to commission in the Cadet Services of Canada.

(a) A candidate for appointment in the Cadet Services of Canada (N.P.) must be

- (i) a British subject;
- (ii) not less than 21 or more than 60 years of age;
- (iii) recommended by the District Officer Commanding;
- (iv) physically fit in accordance with standards laid down for the Non-Permanent Active Militia.

(b) First appointment to the Cadet Services of Canada (N.P.) will be in the rank of 2nd Lieutenant. A candidate may be appointed as Provisional 2nd Lieutenant and will be confirmed in that rank upon successful completion of the course for Cadet Instructors' Certificate (Grade "A") which is to be attended within one year of the date of his appointment as Provisional 2nd Lieutenant. Except in special cases where authority has been granted for an extension of the qualification period, an officer who fails to qualify within the prescribed period will be required to relinquish his commission in the Cadet Services of Canada (N.P.).

(c) Paragraphs 145, 253, 254, and 762-780 will not apply to Officers of the Cadet Services of Canada (N.P.).

164. On being appointed to the Cadet Services of Canada (N.P.) an officer will relinquish any other commission held in the Non-Permanent Active Militia, or if a soldier, his discharge must be effected.

165. On appointment chaplains of the Canadian Chaplain Service will be attached to units of the Non-Permanent Active Militia in accordance with establishments.

166. For appointments of quartermasters see para. 192.

3.—PROMOTION

General Instructions

167. The promotion of an officer requires the approval of His Excellency-in-Council upon the recommendation of the Minister.

168. (a) Promotion to the rank of Major-General shall be by selection to fill such appointments on the Active List as may become necessary to meet requirements of the service.

Amdt. (No. 47) 8th Jan., 1944.

Amdt. (No. 49) 20th Jan., 1944.

155A. A candidate for appointment to a commission as quartermaster (pharmacist), in the Royal Canadian Army Medical Corps (N.P.), must be:—

- (i) Physically fit for military service.
- (ii) Under 45 years of age.
- (iii) A graduate of a recognized university and holding a degree in Pharmacy.

156. All first appointments of medical officers for the Non-Permanent Active Militia shall be to the Royal Canadian Army Medical Corps (N.P.) (General List) with the rank of lieutenant. On appointment such officers will be posted in accordance with establishments to—

- (i) Royal Canadian Army Medical Corps (N.P.) units.
- (ii) Non-Permanent Active Militia units for general medical and sanitary duties.

157. Supernumerary medical officers, not exceeding two, may be attached to each Non-Permanent Active Militia unit having a medical

Amdt. (No. 3) 15th May, 1939.

Amdt. (No. 15) 12th Dec., 1939.

Amdt. (No. 21) 1st Jan., 1941.

Amdt. (No. 25) 10th June, 1941.

officer on its establishment, but any supernumerary medical officer so attached shall be of a rank junior to that of the medical officer carried on the establishment.

158. A candidate for appointment as nursing sister, dietitian, physiotherapy aid or home sister in the Royal Canadian Army Medical Corps (N.P.) must be—

- (i) a British subject and physically fit for military service.
- (ii) under forty-five years of age; unmarried or a widow without children.
- (iii) A nursing sister must be a graduate of a school of nursing accredited by the Canadian Nurses' Association and registered in a provincial Registered Nurses' Association.
- (iv) A dietitian must be a graduate of an approved School of Dietetics and hold a diploma in Household Science or Dietetics.
- (v) A physiotherapy aid must be a graduate of an approved School of Physiotherapy and be a member of the Canadian Physiotherapy Association.
- (vi) A home sister must be qualified in accordance with the provisions of "Instructions for the Royal Canadian Army Medical Corps and Canadian Dental Corps, 1937."

159. Upon appointment a nursing sister will be posted to a unit of the Royal Canadian Army Medical Corps (N.P.). Lists (by units) of nursing sisters of the Royal Canadian Army Medical Corps (N.P.) will be maintained at each district headquarters.

160. (a) A candidate for appointment to a commission as a dental officer in the Canadian Dental Corps must be a registered dental practitioner in one of the Provinces. The official designation of such an officer shall be Dental Officer.

(b) First appointments of dental officers, Canadian Dental Corps (N.P.) (General List) shall be with the rank of lieutenant.

161. First appointments to the Royal Canadian Army Veterinary Corps (N.P.) shall be with the rank of lieutenant. Qualifications for appointment to the Royal Canadian Army Veterinary Corps (N.P.) will be such as may from time to time be prescribed by the Minister and notified in Regulations for the Canadian Army Veterinary Service.

162. (a) A candidate for appointment to the Canadian Postal Corps must be an officer of the Post Office Department of a grade not lower than postal clerk.

(b) Candidates on appointment shall be given the rank of 2nd lieutenant, but shall, within two years of their appointment, be required to undergo a qualifying examination in subjects (Y) (i) Pt. I, (Z) (i) and Duties of Postal Officers in the field. (See also para. 762.)

163. A candidate for appointment to the Cadet Services of Canada (N.P.) must be—

- (i) a British subject.
- (ii) qualified as a cadet instructor (Grade "A").
- (iii) actually instructing an authorized cadet corps at time of application for appointment.
- (iv) physically fit (see para. 145).

Amdt. (No. 3) 15th May, 1939.

Amdt. (No. 5) 1st July, 1939.

Amdt. (No. 14) 24th Nov., 1939.

Amdt. (No. 21) 1st Jan., 1941.

164. On being appointed to the Cadet Services of Canada (N.P.) an officer will relinquish any other commission held in the Non-Permanent Active Militia, or if a soldier, his discharge must be effected.

165. On appointment chaplains of the Canadian Chaplain Service will be attached to units of the Non-Permanent Active Militia in accordance with establishments.

166. For appointments of quartermasters see para. 192.

3.—PROMOTION

General Instructions

167. The promotion of an officer requires the approval of His Excellency-in-Council upon the recommendation of the Minister.

168. (a) Promotion to the rank of Major-General shall be by selection to fill such appointments on the Active List as may become necessary to meet requirements of the service.

163. Conditions and requirements for appointment to commission in the Cadet Services of Canada.

(a) A candidate for appointment in the Cadet Services of Canada must be:—

- (i) A British subject;
- (ii) Not less than 18 or more than 55 years of age;
- (iii) Recommended by the District Officer Commanding;
- (iv) Of a PULHEMS grading not lower than 3333311 except that one grade 4 may be permitted in P U L or E, subject to the approval of the General Officer Commanding and provided that the District Medical Officer certifies that the disabling condition causing the grade 4 will not hinder the performance of all the duties involved and that the condition will not be aggravated by the performance of those duties.

(b) First appointment to the Cadet Services of Canada (N.P.) will be in the rank of 2nd Lieutenant. A candidate may be appointed as Provisional 2nd Lieutenant and will be confirmed in that rank upon successful completion of the course for Cadet Instructors' Certificate (Grade "A") which is to be attended within one year of the date of his appointment as Provisional 2nd Lieutenant. Except in special cases where authority has been granted for an extension of the qualification period, an officer who fails to qualify within the prescribed period will be required to relinquish his commission in the Cadet Services of Canada (N.P.).

(c) Paragraphs 145, 253, 254, and 762-780 will not apply to Officers of the Cadet Services of Canada (N.P.).

(d) An officer of the Cadet Services of Canada (N.P.) who ceases temporarily to instruct a Cadet Corps may be transferred to the Reserve List of the Cadet Services of Canada (N.P.) where he may be carried for a period not to exceed three years.

164. On being appointed to the Cadet Services of Canada (N.P.) an officer will relinquish any other commission held in the Non-Permanent Active Militia, or if a soldier, his discharge must be effected.

165. On appointment chaplains of the Canadian Chaplain Service will be attached to units of the Non-Permanent Active Militia in accordance with establishment.

166. For appointments of quartermasters see para. 192.

3.—PROMOTION

General Instruction

167. The promotion of an officer requires the approval of His Excellency-in-Council upon the recommendation of the Minister.

168. (a) Promotion to the rank of Major-General shall be by selection to fill such appointments on the Active List as may become necessary to meet requirements of the service.

Amdt. (No. 47) 8th Jan., 1944.

Amdt. (No. 81) 17th Jul., 1946.

Amdt. (No. 90) 16th Nov., 1946.

163. Cancelled.

164. Cancelled.

165. On appointment chaplains of the Canadian Chaplain Service will be attached to units of the Non-Permanent Active Militia in accordance with establishment.

166. For appointments of quartermasters see para. 192.

3.—PROMOTION

General Instruction

167. The promotion of an officer requires the approval of His Excellency-in-Council upon the recommendation of the Minister.

168. (a) Promotion to the rank of Major-General shall be by selection to fill such appointments on the Active List as may become necessary to meet requirements of the service.

(b) To be eligible for promotion to the rank of Major-General otherwise than as provided in subpara. (a) an officer must—

- (i) have had at least 25 years' service either wholly as an officer on the active list of the Active Militia or partly as such and partly as an officer of the military forces (other than a reserve force) of the United Kingdom, or of a Dominion, or India, or Coloney, and have held rank not lower than that of colonel for at least 5 years, or
- (ii) have been in command of a command or a military member of the Militia Council in Canada or Overseas, or the Defence Council, or have held the appointment of Inspector-General; or Director-General Medical Services, or
- (iii) have held the rank of brigadier-general or brigadier in the field, or
- (iv) have merited special recognition for promotion to this rank by distinguished services during war.

169. Military members of the Defence Council or officers commanding commands below the rank of major-general will be granted the temporary rank of brigadier. An officer in other military employment may be granted the temporary rank of brigadier if, in the opinion of the Minister such temporary status is necessary.

A brigade commander (cavalry or infantry) if qualified, will be given rank according to that provided for in establishments.

170. (a) Promotion to the substantive rank of colonel shall be by selection to fill vacancies in authorized establishments as may be laid down from time to time for the Canadian Militia.

(b) To be eligible for promotion to the rank of colonel otherwise than as provided in subpara. (a) an officer must,

Amdt. (No. 47) 8 Jan., 44.

Amdt. (No. 81) 17 Jul., 46.

Amdt. (No. 90) 16 Nov., 46.

Amdt. (No. 112) 1 Dec., 47.

- (i) be one of the senior thirty lieutenant-colonels of the Canadian Militia, have had not less than 25 years' service either wholly as an officer on the active list of the Active Militia, or partly as such and partly as an officer of the military forces (other than a reserve force) of the United Kingdom, or a Dominion, or India, or Colony, and if a member of the Non-Permanent Active Militia be qualified for the rank of Colonel in accordance with para. 762 or these regulations, or
- (ii) have commanded in the field over an extended period, with the rank of lieutenant-colonel, a regiment of cavalry, a brigade of artillery, a battalion of engineers, infantry or railway construction troops, or a battalion or brigade of the Canadian Machine Gun Corps, or
- (iii) have held a staff appointment in the field as may be considered by the Minister to merit such promotion.

Permanent Active Militia

171. 2nd lieutenants appointed under the provisions of para. 127, clause (v) (b) will, if recommended, be promoted to the rank of lieutenant on completion of two years' Permanent Force service.

172. 2nd lieutenants appointed under the provisions of para. 127, clause (v) (c) and (d) will, if recommended, be promoted to the rank of lieutenant on completion of two years' Permanent Force service and the period of commissioned service previously served by them in His Majesty's Regular Forces will be allowed to count towards the two year's service requisite for such promotion.

173. (a) On and after 1st April, 1939, promotion to the ranks of captain and major in the Permanent Force will, with the exception of the officers mentioned in sub-paragraph (c) of this para., by reason of time served in commissioned rank, and not of a vacancy in a fixed establishment, and will, provided the officer is qualified and recommended for promotion, and subject to sub-para. (b) of this para., be after 8 years' and 17 years' continuous service respectively.

(b) The service to be reckoned for promotion will not include that rendered in the rank of 2nd lieutenant, or service for promotion forfeited by sentence of court-martial, or by an award under Section 47 of the Army Act. In the case of a lieutenant who fails to qualify for the rank of captain by the date he completes 8 years' services, the period which elapses between such date and the date he is subsequently promoted to the rank of captain will not be reckoned in the period of service required for promotion to higher rank.

(c) The provisions of this para. shall not apply to officers of the Royal Canadian Army Medical Corps, Royal Canadian Army Veterinary Corps, and those listed under para. 191.

174. Officers who, prior to 1st April, 1940, will have completed the requisite service for promotion under para. 173, will not be disqualified for promotion to the next higher rank by reason of their not having passed the professional examination laid down for promotion, to such higher rank. Officers so affected will be required to qualify at the first opportunity after their promotion. On and after 1st April, 1940, qualification for higher rank will be a requisite for promotion thereto under the provisions of para. 173.

175. Promotion to the substantive rank of lieutenant-colonel will be by selection from officers of the substantive rank of major who have qualified for the rank of lieutenant-colonel.

Amdt. (No. 4) 10 Jun, 39.

176. Under very special circumstances the Minister may exempt from examination an officer promoted for distinguished service or an officer who has shown marked ability and gallantry in the field.

177. An officer who whilst on active service, or whilst medically unfit by reason of wounds or disease contracted on active service becomes the senior for promotion may, provided that he has not neglected any previous opportunity of presenting himself for examination, be provisionally promoted subject to his passing the prescribed examination on the first available opportunity.

178. The promotion of qualified officers may be delayed for misbehaviour, inattention to duty, or unfitness in any particular respect. Before an officer's promotion is delayed, a special report upon the case will be submitted to the Minister.

179. A lieutenant in the Royal Canadian Army Medical Corps (P.F.) or Royal Canadian Army Veterinary Corps (P.F.) upon completing one year's service in such rank therein may, if qualified in accordance with the pamphlet referred to in para. 738 (c) for promotion to the rank of captain Royal Canadian Army Medical Corps (P.F.) or Royal Canadian Army Veterinary Corps (P.F.) be granted a step in rank.

A captain in the Royal Canadian Army Medical Corps (P.F.) or Royal Canadian Army Veterinary Corps (P.F.) if qualified for promotion may, in the absence of a vacancy in the corps establishment, be granted the rank of major on completing 17 years' continuous commissioned service in the Permanent Active Militia.

Non-Permanent Active Militia

180. (a) As far as practicable, consistent with a due regard to the service and military requirements, seniority, as established under para. 202 (b), shall be observed in connection with all recommendations for promotions to ranks provided in establishments for a company, etc.

(b) All appointments and promotions senior to those referred to in the preceding subparagraph, and provided for in the establishments shall be by selection.

181. (a) Subject to the provisions of sub-paras. (b), (c), (d), (e) and (f), a 2nd lieutenant may be promoted to the rank of lieutenant after not less than two years' commissioned service, provided he is qualified and recommended for such promotion.

(b) A graduate of the Royal Military College of Canada who has been appointed as 2nd lieutenant may be recommended for promotion to the rank of lieutenant at any time after such appointment provided he is qualified for such promotion in the arm concerned, vide para. 770.

(c) In the Corps of Royal Canadian Engineers (N.P.) and Royal Canadian Corps of Signals (N.P.) a 2nd lieutenant in possession of a university degree in engineering appropriate to the requirements of the arm in which he is serving may be recommended for promotion to the rank of lieutenant at any time after obtaining the military qualifications laid down for that rank. A 2nd lieutenant of the Royal Canadian Engineers (N.P.) will also comply with the requirements of para. 774 of these regulations.

(d) A 2nd lieutenant who has completed the second class term at the Royal Military College of Canada and therein qualified for a certificate of military qualification for the rank of lieutenant in the cavalry, artillery, engineers, signals, Canadian Officers' Training Corps, infantry, and Royal Canadian Army Service Corps of the Non-Permanent Active Militia, may be recommended for promotion to the rank of lieutenant in any of these arms when he has completed one year's service and qualified for such promotion in the arm concerned, vide para. 770.

(e) A 2nd lieutenant who is in possession of an "A" certificate, Canadian Officers' Training Corps, may be recommended for promotion to the rank of lieutenant upon completion of one year in the rank of 2nd lieutenant provided he is qualified in the arm or service concerned.

182. A lieutenant who is in possession of a "B" certificate, Canadian Officers' Training Corps, may be considered qualified for the rank of captain in the arm or service to which such certificate refers.

183. Subject to the qualifications required under these regulations, and if recommended by the officer commanding a command, officers of the Royal Canadian Army Medical Corps (N.P.) may be promoted to fill vacancies in the establishment as follows:—

- (a) A lieutenant on completion of two years' service may be promoted to the rank of captain. Commissioned service other than as a medical officer may be considered as qualifying service for this step in rank provided it was rendered subsequent to the date on which the officer became a medical practitioner.
- (b) A captain on completion of ten years' commissioned service in the Royal Canadian Army Medical Corps (N.P.) may be promoted to the rank of major.
- (c) A major may be promoted to the rank of lieutenant-colonel by selection—
 - (i) to fill a vacancy as officer commanding a unit of the Royal Canadian Army Medical Corps (N.P.), or
 - (ii) provided he has not less than twenty years' commissioned service in the Royal Canadian Army Medical Corps (N.P.).
- (d) (i) A Nursing Sister, on completion of two years' service, may be appointed an Assistant Matron.
- (ii) A Nursing Sister, on completion of ten years' commissioned service in the Royal Canadian Army Medical Corps (N.P.), may be promoted to matron.
- (iii) A matron, provided she has not less than twenty years' commissioned service in the Nursing Service, Royal Canadian Army Medical Corps, may be promoted to principle matron.

184. Officers of the Canadian Army Dental Corps may, if qualified and recommended, be promoted as under—

- (i) a lieutenant on completion of two years' service may be promoted to the rank of captain. Commissioned service on the active list, Canadian Militia, other than as a dental officer may be considered as qualifying service for this step in rank provided it was rendered subsequent to the date on which the officer became a dental practitioner.
- (ii) a captain on completion of ten years' commissioned service on the active list, Canadian Army Dental Corps, may be promoted to the rank of major to fill a vacancy in the establishment.

Amdt. (No. 2) 15 Apr, 39.
 Amdt. (No. 43) 14 Oct, 43.
 Amdt. (No. 47) 8 Jan, 44.
 Amdt. (No. 112) 1 Dec, 47.

185. (a) A lieutenant of the Royal Canadian Army Veterinary Corps (N.P.) if qualified, will be eligible for promotion to the rank of captain after completing two years' service on the active list, provided such service was rendered subsequent to the date on which the officer became a qualified veterinary practitioner.

(b) Promotion to the rank of major or lieutenant-colonel will be subject to qualification and establishment.

186. Cancelled.

187. Cancelled.

187A. Cancelled.

187B. Cancelled.

188. For promotion in the Reserves, *see* para. 241.

4.—RANK

Brevet Promotion

189. Distinguished service in the field or meritorious or distinguished service of an exceptional nature, other than in the field, both at regimental duty or on the staff, may be recognized by the grant of brevet promotion to the next higher rank, provided the officer is qualified for promotion to the substantive rank corresponding to the rank to which it is proposed to promote him by brevet.

Temporary Rank

190. An officer holding the appointment of Director at National Defence Headquarters (Militia Services) may be granted the temporary rank of colonel while holding such appointment. *See* also para. 215.

Amdt. (No. 43) 14 Oct, 43.

Amdt. (No. 47) 8 Jan, 44.

Amdt. (No. 112) 1 Dec, 47.

Classified Officers—Permanent Force

191. (a) Classified officers of the Permanent Force, designated in the following sub-paras., whose promotion to higher substantive rank depends upon length of commissioned service, shall reckon such service from the date of their first commission in the Permanent Force provided said service has been continuous.

(b) An ordnance mechanical engineer may be granted rank as follows:—

On appointment Ordnance mechanical engineer, 4th class, with rank of lieutenant.

After completing 5 years' commissioned service Ordnance mechanical engineer, 3rd class, with rank of captain.

Amdt. (No. 4) 10th June, 1939.

Amdt. (No. 47) 8th Jan., 1944.

Amdt. (No. 67) 20th July, 1945.

Amdt. (No. 77) 26th Apr., 1946.

Classified Officers—Permanent Force

191. (a) Classified officers of the Permanent Force, designated in the following sub-paras., whose promotion to higher substantive rank depends upon length of commissioned service, shall reckon such service from the date of their first commission in the Permanent Force provided said service has been continuous.

(b) An ordnance mechanical engineer may be granted rank as follows:—

On appointment Ordnance mechanical engineer, 4th class, with rank of lieutenant.

After completing 5 years' commissioned service Ordnance mechanical engineer, 3rd class, with rank of captain.

After completing 10 years' commissioned service and if qualified in accordance with the pamphlet referred to in para. 738 (c) Ordnance mechanical engineer, 2nd class, with rank of major.

By selection, after completing 20 years' commissioned service Ordnance mechanical engineer, 1st class, with rank of lieutenant-colonel.

(c) An assistant ordnance mechanical engineer may be granted rank as follows:—

On appointment Assistant ordnance mechanical engineer with rank of lieutenant.

After completing 5 years' commissioned service Assistant ordnance mechanical engineer with rank of captain.

After completing 15 years' commissioned service Assistant ordnance mechanical engineer with rank of major.

(d) An ordnance executive officer may be granted rank as follows:—

On appointment Ordnance executive officer, 3rd class, with rank of lieutenant.

After completing 5 years' commissioned service Ordnance executive officer, 2nd class, with rank of captain.

After completing 15 years' commissioned service Ordnance executive officer, 1st class, with rank of major.

(e) A district officer, quartermaster, riding-master, assistant paymaster, officer clerk and an inspector of signal equipment may be granted rank as follows:—

On appointment Lieutenant.

After completing 5 years' commissioned service Captain.

After completing 15 years' commissioned service Major.

(f) A director of music may be granted rank as follows:—

On appointment Lieutenant.

After completing 5 years' commissioned service Captain.

Amdt. (No. 4) 10th June, 1939.

Amdt. (No. 47) 8th Jan., 1944.

Amdt. (No. 67) 20th July, 1945.

Amdt. (No. 77) 26th Apr., 1946.

Amdt. (No. 96) 7th April, 1947.

Classified Officers—Non-Permanent Active Militia

192. (a) Classified officers of the Non-Permanent Active Militia whose promotion to higher substantive rank depends on length of commissioned service may, if qualified, be given rank on appointment and be recommended for promotion in accordance with the following:—

(i) Quartermaster or Paymaster:—

On appointment (not above the age of 45, and pending qualification) 2nd Lieutenant.
 On qualification Lieutenant.
 On completing six months' satisfactory service as a qualified Q.M. or P.M. Captain.
 After completing 10 years' commissioned service Major.

(ii) Director of Music—A commission as director of music may be given to a bandmaster who is not more than 55 years of age, has completed not less than 10 years' service as a bandmaster in the rank of warrant officer, Class I, and is considered by a board of officers to possess satisfactory qualifications for band leadership.

On appointment Lieutenant.
 After completing 10 years' commissioned service ... Captain.

(iii) Chaplain:—

On appointment Honorary captain.
 After completing 10 years' commissioned service Honorary major.

(b) An ordnance mechanical engineer of the Royal Canadian Ordnance Corps (N.P.) may be granted rank subject to qualification, where necessary, as follows:—

(i) On appointment Ordnance mechanical engineer, 4th class, with the rank of lieutenant.

(ii) After completing a total of 5 years' commissioned service as ordnance mechanical engineer, 4th class with rank of lieutenant Ordnance mechanical engineer, 3rd class, with the rank of captain.

(iii) After completing a total of 10 years' commissioned service as ordnance mechanical engineer, 3rd class with rank of captain Ordnance mechanical engineer, 2nd class, with the rank of major.

Amdt. (No. 2) 15th April, 1939.

Amdt. (No. 24) 19th April, 1941.

- (iv) On promotion, after completing a total of 20 years' commissioned service as an ordnance mechanical engineer, an ordnance mechanical engineer 2nd class, if specially recommended by the officer commanding the command is concerned ...

Ordnance mechanical engineer, 1st class, with the rank of lieutenant-colonel.

(c) An officer appointed as a classified officer will be permitted to count his continuous commissioned service in the Active Militia as qualifying service for promotion under the provisions of the preceding paragraphs.

Royal Canadian Army Medical Corps Nursing Services

193. (a) Officers of the Nursing Service, Royal Canadian Army Medical Corps, shall be granted commissions as provided in Para. 123 (iv).

(b) Officers of the Nursing Service, Royal Canadian Army Medical Corps, shall hold appointment and rank and shall be designated as shown below:—

Appointment	Rank	Designation
(i) Matron-in-Chief.....	Lieutenant-Colonel.....	Matron-in-Chief.
(ii) Principal Matron.....	Major.....	Principal Matron.
(iii) Matron.....	Captain.....	Matron.
(iv) Assistant Matron.....	Lieutenant.....	Assistant Matron.
(v) Nursing Sister in Charge.	Lieutenant.....	Nursing Sister in Charge.
(vi) Nursing Sister.....	2nd Lieutenant on appointment—	Nursing Sister.
Dietitian.....	Lieutenant after six months' service.	Dietitian.
Occupational Therapist..		Occupational Therapist.
Physiotherapist.....		Physiotherapist.
(vii) Home Sister.....	2nd Lieutenant.....	Home Sister.

(c) The appointments of Principal Matron, Matron, Assistant Matron and Nursing Sister in Charge, with the respective ranks of such appointments as shown in (b) above, may be granted to officers holding the appointments or employed as shown hereunder:—

Principal Matron

- (i) Assistant to Matron-in-Chief.
- (ii) Matron of a hospital of 500 beds and up, while so employed, if recommended.
- (iii) District Principal Matrons in commands and districts or similar commands if and when required.

Matron

- (i) In charge of hospitals of 175 beds up to 499 beds.
- (ii) Assistant to Principal Matron of a hospital of 500 beds and up.
- (iii) In charge of Casualty Clearing Stations.

Amdt. (No. 19) 30th Aug., 1940.

Amdt. (No. 35) 2nd June, 1942.

Amdt. (No. 42) 10th July, 1943.

Amdt. (No. 96) 7th April, 1947.

Assistant to the Matron

In hospitals of 200 beds up to 499 beds.

Nursing Sister i/c—whilst so employed

in charge of hospitals of 50 to 174 beds.

(d) Officers of the Nursing Service shall have the power of command exercisable by Officers of the rank which they respectively hold, but only over such personnel as may be placed under their command. They shall have no individual powers of punishment.

(e) Officers of the Nursing Service are eligible to sit as members of Courts-Martial at trials of members of their own Service. They shall not, however, be appointed as presidents of Courts-Martial. They may be appointed as presidents or as members of Courts of Inquiry and Boards in connection with Nursing Service personnel and other matters concerning the Nursing Service. They also may sit as members of other Courts of Inquiry and Boards of Officers, but are not eligible for appointments as presidents of such Courts or Boards.

Honorary Rank of Colonel or Lieutenant-Colonel

194. The honorary rank of colonel or the honorary rank of lieutenant-colonel may be granted to a gentleman, whether he has or has not previously served in the Militia, if, in the opinion of the Minister, the granting of such rank is from an educational or administrative point of view, likely to promote the general efficiency of the Militia.

195. Spare.

Rank on Retirement

See paras. 257, 258 and 260.

196-200. Spare.

5.—COMMAND AND SENIORITY**Command**

201. Command is to be exercised by the senior officer present, provided that:

- (i) An officer appointed to command a command, area, or camp shall exercise command over all troops localized within the territorial limits of such command, area, or camp.
- (ii) Where an officer has been appointed to the command of a special unit, detachment or force, or has been detailed to perform a special duty the Minister may direct that he shall exercise such command independently of the commander of the command or area within which he may from time to time find himself.

Amdt. (No. 6) 1st Aug., 1939.

Amdt. (No. 43) 14th Oct., 1943.

Amdt. (No. 45) 3rd Dec., 1943.

Amdt. (No. 49) 20th Jan., 1944.

Amdt. (No. 104) 11th Aug., 1947.

- (iii) An officer appointed to command a regiment or battalion or equivalent unit in the Canadian Army will, irrespective of seniority, exercise command over all other officers serving therein. An officer holding an authorized appointment as second-in-command of such a unit will, irrespective of seniority, exercise command over all other officers serving therein except the officer appointed to command that unit.
- (iv) All patients in military hospitals shall be deemed to be under the command of the medical officer in charge of such hospital.
- (v) When units or detachments of different corps are employed together on any duty, each unit and detachment will, subject to the orders of the officer commanding the whole body, act under the immediate authority of its own commander in matters of a purely regimental character.
- (vi) Officers duly appointed to the instructional cadre of a school shall for the purposes of instruction exercise command over all officers undergoing instruction.

202. The rank held by an officer on any unorganized list of the Supplementary Reserve or on the Retired List, shall not, unless specially so stated by the Governor in Council, confer any authority to command.

203. (a) An officer of the Military Forces raised in the United Kingdom, the Commonwealth of Australia, the Dominion of New Zealand, the Union of South Africa, the Irish Free State or Newfoundland, who is, under the provisions of the Visiting Forces (British Commonwealth) Act, 1933, 23-24 George V, Chapter 21, attached to the Canadian Army, shall, by virtue of the act, whether or not he has been granted a temporary commission in the Canadian Army, be treated and have the like powers of command and punishment over members of the Canadian Army as if he was a member thereof of relative rank, provided that if, under any commission in the Canadian Army, such officer be granted therein higher rank, temporary or otherwise, than that held by him in the force in which he belongs, he shall be treated (subject to any special arrangements with respect to pay) and shall exercise the powers of command and punishment in accordance with the status he possesses under such Canadian commission.

(b) An officer of any of His Majesty's Forces, other than those mentioned in sub-para. (a) of this paragraph, serving with or attached to the Canadian Army shall while so serving or attached exercise command in the Canadian Army by virtue of such commission in the Canadian Army as may be granted, but in the granting of such commission endeavour shall be made to confer as far as possible the same rank and command as the officer has enjoyed in the force to which he belongs.

204. When officers, warrant officers, non-commissioned officers or men, become prisoners of war, the ordinary military relations of superior and subordinate, and the military duty of obedience remain unaltered. Any such prisoner, who is guilty of insubordination, or other breach of discipline, in respect of his superior, will be required to answer for his conduct when released.

Paras. 205 to 212 Spare.

Amdt. (No. 33) 10th Apr., 1942.

Amdt. (No. 43) 14th Oct., 1943.

Amdt. (No. 104) 11th Aug., 1947.

Seniority

213. (a) In this paragraph "rank" shall mean substantive, temporary, acting or provisional rank.

(b) As between officers of equal rank that officer shall be senior whose "date of rank", as determined under sub-para. (c) hereof, is earliest. Where two or more officers have the same date of rank that officer shall be senior who has served the longest in commissioned rank.

(c) "Date of rank" shall mean the date on which an officer was first granted any rank in respect of which his seniority is to be determined or on which he was first granted any higher rank in any component of the army, whichever date is the earlier, provided that:

- (i) the "date of rank" of an officer appointed to the Active Force after the 30th day of September, 1947, in respect of the rank granted him on appointment shall be the date of his appointment to the Active Force.
- (ii) the "date of rank" of an officer of the Active Force in respect of any rank to which he is promoted after the 30th day of September, 1947 (including repromotion to any rank which he may have previously relinquished), shall be the date of latest promotion to substantive rank. (Effective 4 May 48)
- (iii) the "date of rank" of an officer appointed to the Reserve Force, or the COTC, or the Cadet Services of Canada, or a unit of the Supplementary Reserve after the 31st day of August, 1948, in respect of the rank granted him on appointment, shall be the date of his appointment to the Reserve Force, or the COTC, or the Cadet Services of Canada, or a unit of the Supplementary Reserve.
- (iv) the "date of rank" of an officer of the Reserve Force, the COTC, The Cadet Services of Canada or a unit of the Supplementary Reserve in respect of any rank to which he is promoted after the 31st day of August, 1948 (including repromotion to any rank which he may have previously relinquished), shall be the date of his latest promotion to substantive rank. (Effective 4 May 48)

(d) Nothing in this paragraph shall entitle an officer to claim seniority in any rank based on a date of rank which is earlier than that fixed for determining his seniority in such rank by sentence of a court martial or by an authority having power to deal summarily with an officer under Section 47 of the Army Act.

214. (a) An officer on accepting an appointment in the Active Force, or the Reserve Force, or the COTC, or the Cadet Services of Canada, or a unit of the Supplementary Reserve, will be required to relinquish while serving in such appointment, any rank higher than that provided by establishment for the appointment.

(b) An officer who has relinquished any rank under the circumstances set out in (a) above and who on ceasing his appointment is transferred to an unorganized list of the Supplementary Reserve, shall be so transferred in a rank not lower than that which he relinquished and shall have seniority in such rank equivalent to the seniority which he enjoyed immediately prior to such relinquishment. If such an officer has, while serving in the Active Force, or the Reserve Force, or the COTC, or the Cadet Services of Canada, or a unit of the Supplementary Reserve, been promoted to a rank higher than that which he held immediately prior to his appointment thereto, he shall, on transfer to an unorganized list of the Supplementary Reserve, be so transferred in such higher rank with its consequent seniority.

Paras. 215 to 220 Spare.

Amdt. (No. 2) 15 Apr, 39.

Amdt. (No. 104) 11 Aug, 47.

Amdt. (No. 126) 31 May 48.

6.—TENURE OF APPOINTMENT AND COMMAND

221. An officer who reaches the age limit while holding an appointment, the term of which has not yet expired, may be allowed to complete his term before being retired if the Minister decides that such a course is in the interest of the service.

222. The tenure of appointment of officers commanding units or corps of the Permanent Force will normally be for a period of four years which, in exceptional cases, may be extended.

223. (a) Appointments to command of units of the Non-Permanent Active Militia (exclusive of reserve units) shall be for the following periods:—

	Years
Cavalry (all types)—	
Regiment	4
Independent squadron	5
Artillery—	
Regiment or brigade.....	4
Independent battery	5
Survey company	5
Engineers—	
District engineers	4
Independent company or field troop.....	5
Signals—	
Signals area, corps signals, divisional or command signals..	4
Independent troop or company.....	5
Canadian Officers' Training Corps—	
Contingent	4
Infantry (all types)—	
Regiment or battalion.....	4
Independent company	5
Royal Canadian Army Service Corps—	
Area headquarters, corps troops, a cavalry or divisional	
Royal Canadian Army Service Corps.....	4
Independent company, park, or depot.....	5
Royal Canadian Army Medical Corps—	
Unit	4

(b) Officers commanding commands may recommend an officer commanding a contingent of the Canadian Officers Training Corps for reappointment or an extension to the tenure of his command according to local requirements.

(c) In units, other than the Canadian Officers' Training Corps, an extension of one year may be granted in special cases on the recommendation of the officer commanding a command, and, further, when the unit has not been called up for annual training, an extension covering the years during which it was not so called up, but not exceeding two years, may be granted. Such last mentioned extension shall, however, not be granted in respect of officers appointed to cavalry or infantry brigade headquarters under para. 224.

(d) Changes in command and extensions in tenure of command, under this and the next succeeding paragraph, will be recommended to Army Headquarters by officers commanding commands three months before the expiration of authorized tenure.

224. (a) The tenure of appointment of officers commanding cavalry and infantry brigades, brigade majors, staff captains and brigade orderly officers shall be for three years.

(b) The selection of officers for appointment to the command of cavalry and infantry brigades will normally be made from those officers who have commanded active regiments or battalions for the prescribed period and who are carried on the establishment of a unit or on one of the Reserves of the Active Militia and are qualified.

(c) Staff captains and orderly officers of cavalry and infantry brigades will, if possible, be selected from officers on the strength of active units. When suitable officers are not available in active units they may be selected from those on the strength of Corps Reserves of Officers.

(d) Selections for the command of cavalry and infantry brigades and for appointments to such brigade staffs will normally be made from officers who are serving or who have served in the brigade.

225. Cancelled.

7.—HONORARY APPOINTMENTS

Colonels and Lieutenant-Colonels

226. (a) An honorary colonel and an honorary lieutenant-colonel may be appointed to each regiment of cavalry (including mounted rifles and armoured car), brigade of artillery, command engineers, corps signals, divisional signals, district signals, contingent Canadian Officers' Training Corps, infantry battalion (including machine gun and tank) and administrative corps. In place of appointment of an honorary lieutenant-colonel to the corps, one such appointment may, in the case of the Royal Canadian Army Service Corps, be made to each divisional or similar formation, and in the case of the Royal Canadian Army Medical Corps to each cavalry field ambulance, field ambulance, and casualty clearing station.

Provision as above for honorary colonels will not be taken as enabling more than one such appointment to each regiment as a whole.

(b) The following conditions will apply—

- (i) Such appointments will be purely honorary, confer no right to command and involve no expense to the public.
- (ii) The appointment of honorary colonel will be reserved for members of the Royal Family, the Governor General, distinguished officers of His Majesty's Armed Forces and distinguished Canadian citizens.
- (iii) Appointments, except where held by a member of the Royal Family, shall be for a term of five years, which may, in any individual case, be extended by the Governor in Council. Any recommendation for an extension must be made by the officer commanding the command concerned and submitted to Army Headquarters.
- (iv) Application for these appointments must emanate from the corps concerned, and be submitted through the proper channel to Army Headquarters. Units will not approach proposed appointees in the matter, nor take any action in regard thereto beyond submission of applications as above indicated, without approval of Army Headquarters.

Amdt. (No. 5) 1 Jul, 39.

Amdt. (No. 103) 21 Jul, 47.

Amdt. (No. 112) 1 Dec, 47.

(c) An honorary colonel commandant, Royal Canadian Artillery, may be appointed on the recommendation of the Canadian Artillery Association, as a recognition of long and faithful service in the Canadian Militia.

Honorary Aides-de-Camp and Honorary Surgeons

227. With a view to conferring a distinction upon selected officers of the Canadian Militia, the appointments of Honorary Aide-de-Camp and Honorary Surgeon to the Governor-General shall, as far as possible, resemble that of Aide-de-Camp and Honorary Surgeon to The King, but such appointments shall not carry with them any advancement in rank to the officer appointed.

228. Honorary aides-de-camp and honorary surgeons will be appointed by the Governor-General for the period during which he holds office, after which their appointments will lapse.

229. The names of honorary aides-de-camp and honorary surgeons will be printed in the Defence Forces' List under the heading of "Honorary Aides-de-Camp and Honorary Surgeons to the Governor-General," and the appointments will be entirely distinct from those of personal aides-de-camp or extra aides-de-camp to the Governor-General, whose names will be printed in a separate list.

230. At all ceremonies of state, honorary aides-de-camp will receive their instructions from the Secretary to the Governor-General.

8.—ATTACHMENT, EXCHANGE, TRANSFER AND SECONDMENT

Exchange or Transfer

231. (1) An officer of the Active Force may be transferred from one corps to another corps within the Active Force, either compulsorily or at his own request, in accordance with such instructions as may be issued from time to time by the Adjutant-General.

(2) Inter-Corps transfers of officers, other than those referred to in sub-paragraph (1) above, may only be effected with the consent or at the request of the officer concerned except that during an emergency an officer of the Reserve Force on Active Service may be compulsorily transferred from one corps to another corps within the Reserve Force.

(3) Nothing in this regulation shall be deemed to permit the compulsory transfer of an officer between the various components constituting the Canadian Army. (Effective 3 Jun, 48.)

232. Spare.

233. Spare.

Extra Regimentally Employed Officers

234. An extra regimentally employed officer will retain his rank, precedence and claims to promotion within his corps while so employed and shall be eligible for promotion if qualified for higher rank. On ceasing to be extra regimentally employed an officer will be returned to duty in his corps and if no vacancy exists shall be carried therein as supernumerary and be absorbed in the first available vacancy. (Effective 1 Oct, 46)

Amdt. (No. 89) 4 Nov, 46.

Amdt. (No. 127) 14 Jun, 48.

Amdt. (No. 128) 21 Jun, 48.

Attachment and Secondment

- 235. (1) Secondment—**(a) No officer or soldier shall be seconded unless the Chief of the General Staff is satisfied that on the termination of the proposed secondment the officer or soldier concerned will be acceptable for duty in the Canadian Army and that his age will not be within two years of the retirement or discharge age prescribed for his rank. (*See paragraph 253.*)
- (b) An officer or soldier shall not in the first instance be seconded unless it appears probable that the period of secondment will be in excess of six months but not in excess of four years.
- (2) **Status—**(a) When an officer or soldier is attached outside the Army or is seconded, he shall be eligible for promotion in accordance with these Regulations.
- (b) An officer or soldier who is seconded shall not be carried against the total establishment of the Army.
- (c) When an officer or soldier is attached outside the Army he shall be carried against the total establishment for the Army, but another officer or soldier may be posted to fill his position on the unit establishment and perform his duties.

236-239. Spare.

Amdt. (No. 81) 17 Jul, 46.

Amdt. (No. 89) 4 Nov, 46.

Amdt. (No. 127) 14 Jun, 48.

240-252. Spare.**10.—RETIREMENT AND REMOVAL****Retirement**

253. Compulsory Retirement Ages—(1) Subject to (2), (3), (5) and (6) of this paragraph an officer of the Active Force shall be retired when he reaches the age limit prescribed for the substantive rank held by him as set out in the table hereunder.

Table

Rank	Age
Brigadier and above	55
Colonel	53
Lieutenant-Colonel	51
Major	49
Captain	47
Lieutenant	45

(2) Medical officers, dental officers and chaplains who served on active service in any of His Majesty's forces during the Second World War and who were subsequently appointed in the Canadian Army Active Force shall, irrespective of rank, be permitted to serve until they have completed ten years service or until they reach the age of 55 years, whichever is the earlier.

(3) The Minister on the recommendation of the Adjutant General may in exceptional circumstances authorize the retention of an officer beyond the compulsory retirement age.

(4) An officer of the Canadian Army other than an Officer of the Active Force shall be retired on reaching the age limits as may be prescribed from time to time by the Minister, but in no case shall they be lower than the ages prescribed in (1) of this paragraph.

(5) Notwithstanding anything contained in this paragraph, when the Canadian Army is placed on active service the compulsory retirement age for officers of all components of the Army, regardless of the type of rank held, shall be such as the Minister may direct.

(6) Administrative action required to initiate a retirement under this paragraph may be taken prior to the date on which by reason of age it is intended to retire the officer concerned.

(Effective 19th January, 1950)

Amdt. (No. 81) 17 Jul 46.
 Amdt. (No. 136) 27 Dec 48.
 Amdt. (No. 143) 6 Jun 49.
 Amdt. (No 149) 6 Feb 50.

254. The following officers shall, irrespective of rank, be retired upon attaining the age of 55 years:—

- District officers appointed under para. 191.
- Quartermasters.
- Executive ordnance officers.
- Paymasters.
- Assistant paymasters.
- Riding masters.
- Officer instructors.
- Officer clerks.
- Officers of the Cadet Services of Canada (N.P.).
- Officers of the Canadian Postal Corps, excluding the Assistant-General of Postal Services.

255. Directors of music shall be retired upon attaining the age of 65 years unless the Minister shall consider their retirement at an earlier age desirable.

256. Chaplains are exempt from the provisions of paras. 253 and 254.

257. In calculating the age for retirement the highest rank held by the officer concerned, whether substantive or brevet, but not honorary, shall govern the retirement.

258. (a) To retire retaining the rank of lieutenant, an officer must have a total commissioned service of five years, of which three must have been consecutive.

(b) To retire retaining the rank of captain, major, lieutenant-colonel, or colonel, an officer must, in addition to the minimum service required under *(a)*, have attended two annual trainings in the rank held at retirement. Failing this, an officer will be gazetted out with the rank next below that held at retirement.

(c) An officer of a Corps Reserve of Officers training annually with a unit may count one year towards retention of rank on retirement for each such training.

Retirement—Medically Unfit

259. Commanding officers will report the names of officers belonging to their corps who are considered medically unfit for service, in order that they may be examined by a medical board.

260. Cancelled.

Annual Return—Retired List

261. Officers commanding commands will keep a list of officers on the retired list resident within their commands. This list will be specially revised on the 1st April of each year and a return of the officers then resident within their districts will be sent to Army Headquarters on the 1st May.

262. Officers on the retired list will report in writing to the headquarters of the military district in which they reside on the 1st day of January giving their address for the current year. In the event of an officer failing to report for two consecutive years, his name will be dropped from the next list referred to in para. 261.

Relinquishment of Appointment

Nursing Services

263. Matrons and nursing-sisters of the Royal Canadian Army Medical Corps Nursing Services will be required to relinquish their appointments under the following circumstances:—

- (i) At such time after her marriage as she is found physically disqualified for active military duty. She will then be discharged on compassionate grounds. At a later date, she may, on the recommendation of the D.G.M.S., or D.M.S. (Overseas), and on the authority of the A.G., or Senior Officer (Overseas) be re-appointed.
- (ii) On attaining the age of 55 years, except that a matron, nursing sister or other member of the said Nursing Services appointed to the Royal Canadian Army Medical Corps (P.F.) prior to the 1st October, 1937, will, if medically fit and efficient, be permitted to continue in her appointment beyond the age limit until completion of the requisite service for pension.

Resignation

264. (a) An officer who applies for permission to retire or to resign his commission is not to leave his unit or vacate his appointment until he has been duly notified of the acceptance of such application.

(b) The application of an officer of the Permanent Active Militia to resign must be accompanied by a written undertaking from the officer that he will not enter the service of a foreign power within 5 years of his resignation, without first obtaining the permission of the Minister.

265. In forwarding the application of an officer to vacate his appointment on the active list the commanding officer is to state whether—

- (i) all regimental claims have been paid.
- (ii) he is aware of any outstanding public claim.
- (iii) there is any objection to the retirement being sanctioned.

266. Officers resigning their commissions will not retain any rank in the services, except by the King's special authority.

Removal of Officers

267. (a) An officer may be removed from the Militia when such removal is advisable on account of misconduct or manifest inefficiency.

(b) The effect of such removal under sub-paragraph (a) shall be that the officer shall cease to hold His Majesty's Commission.

(c) In cases other than those provided for in sub-para. (a) when action is necessary or advisable considering the interests of the service an officer may be retired from the Militia, in which event he shall not unless otherwise ordered retain his rank on such retirement. Action under this sub-paragraph may include but shall not in any way be restricted to cases where it is considered that the officer is unfitted for retention in his present rank or employment; or not advantageously employable in his present rank; or that the action proposed will promote economy or efficiency in the service. The disposal of an officer under the provisions of this sub-paragraph shall not imply any dishonourable or improper conduct on his part.

268. The Minister shall from time to time prescribe the procedure to be followed in dealing with an officer under sub-paragraphs (a) and (c) of Paragraph 267 and no officer shall be so dealt with unless such procedure has in respect of his case been complied with.

Such procedure shall always require:—

- (i) That full notice of the intended action and of the reasons therefor shall be given to the officer concerned in writing.
- (ii) That such officer shall be afforded an opportunity of making a statement in reply thereto for consideration by superior authority.

269. In the case of the reduction of the establishment of a corps, officers becoming supernumerary will be absorbed into the first vacancies which occur, but in order not to retard unduly the promotion of lieutenants, supernumerary captains will be absorbed in alternate vacancies.

270. When a corps is disbanded and removed from the list of corps of the Militia the officers thereof, except those permitted to transfer to the Reserve of Officers (General List) cease to be officers of the Militia; provided, however, that officers of such corps may be retired retaining rank.

Return to Reserve Status

270A. (a) Subject to such special or general directions as the Minister may from time to time issue, the Adjutant-General, and subject to the directions of the latter and officer commanding the command or officer vested with the powers of an officer commanding a command, may at any time appoint or transfer an officer, other than a member of the Permanent Active Militia, who is then serving on active service or in consequence of having been called out for service for any purpose under Section 63 of the Militia Act;

- (i) to any corps which is not at that time on active service, or
- (ii) to the Canadian Army Supplementary Reserve.

Amdt (No 39) 29th Jan 43.
Amdt (No 41) 19th May 43.
Amdt (No 69) 6th Sept 45.
Amdt (No 92) 30th Dec 46.

(b) No officer shall be appointed or transferred pursuant to this paragraph in a rank lower than the substantive rank which he held upon being called out on active service or on service as the case may be, and if while serving on active service he has been confirmed in a temporary rank higher than such substantive rank, said appointment or transfer shall be in a rank not lower than such higher temporary rank as the officer held immediately prior to the effective date of such appointment or transfer.

(c) Any officer appointed or transferred pursuant to the provisions of this paragraph shall thereupon cease to serve on active service or to be called out on service as the case may be.

12.—RE-EMPLOYMENT, RECALL AND RE-APPOINTMENT OF RETIRED OFFICERS TO ACTIVE LIST

271. Nothing in any of the foregoing paragraphs shall be construed as forbidding the re-employment of retired officers, should it be desirable in the public interests.

272. An officer who has retired retaining rank will be liable to be recalled for duty under the terms of the Militia Act and such regulations as may from time to time be promulgated, but he will not be called upon to serve in a rank inferior to that with which he retired.

273. An officer who has retired retaining rank will, if subsequently re-appointed to the Militia, take only such rank, precedence, and command as are conferred upon him at the time of such re-appointment.

13.—CANADIAN OFFICERS' TRAINING CORPS

274. (a) The names of Canadian Officers' Training Corps cadets who have obtained "A" or "B" certificates, but who, on leaving their contingent, are not granted commissions in the Militia, will be published under a separate heading in the Defence Forces List.

(b) They will report themselves in writing, on the 1st April of each year to the headquarters of the military district in which they may at the time be located, stating their address for the current year. They will report any change in their address to the district headquarters. The names of those who fail to report will be removed from the Defence Forces List on the 1st of September of the year in which they fail to report.

Amdt. (No. 41) 19th May, 1943.

Amdt. (No. 69) 6th Sept., 1945.

Amdt. (No. 92) 30th Dec., 1946.

(b) No officer shall be appointed or transferred pursuant to this paragraph in a rank lower than the substantive rank which he held upon being called out on active service or on service as the case may be, and if while serving on active service he has been confirmed in a temporary rank higher than such substantive rank, said appointment or transfer shall be in a rank not lower than such higher temporary rank as the officer held immediately prior to the effective date of such appointment or transfer.

(c) Any officer appointed or transferred pursuant to the provisions of this paragraph shall thereupon cease to serve on active service or to be called out on service as the case may be.

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(b) They will report themselves in writing, on the 1st April of each year to the headquarters of the command in which they may at the time be located, stating their address for the current year. They will report any change in their address to the command headquarters. The names of those who fail to report will be removed from the Defence Forces List on the 1st of September of the year in which they fail to report.

(c) A return showing the names and addresses of former Canadian Officers' Training Corps cadets, reporting as above, will be forwarded by officer commanding the command to reach Army Headquarters by 1st May of each year.

275. An officer who is in possession of a Canadian Officers' Training Corps Certificate "A" or "B" will have the letters c.o.t.c. or C.O.T.C., respectively, shown after his name in the Defence Forces List.

Amdt. (No. 41) 19 May, 43.
Amdt. (No. 69) 6 Sept, 45.
Amdt. (No. 92) 30 Dec, 46.

14. CADET SERVICES OF CANADA

Eligibility for Commissioned Rank

276. A Candidate for a commission in the Cadet Services of Canada must be—

- (a) A British subject or a Canadian citizen.
- (b) Not less than 18 years or more than 50 years of age.
- (c) Recommended by the officer commanding the command concerned.
- (d) Of a PULHEMS grade not lower than 3333311 except that one Grade 4 may be permitted in either PUL or E, subject to the approval of the officer commanding the command, and provided that the command or area medical officer certifies that the condition will not be aggravated by the performance of duty.

Rank on Appointment

277. (a) Except as hereinafter provided, first appointment to the Cadet Services of Canada will be in the rank of 2/Lieutenant.

(b) A graduate of the Royal Military College, or an officer or officer cadet who has successfully completed the course of military training prescribed for the Canadian Officers Training Corps or an officer holding the rank of Lieutenant or higher rank in the Active Force, Reserve Force, or Supplementary Reserve or an equivalent rank in the Royal Canadian Navy or Royal Canadian Air Force may be granted the rank of Lieutenant on first appointment to the Cadet Services of Canada.

Qualification

278. (a) Unless otherwise qualified by means of previous commissioned service, a 2/Lieutenant in the Cadet Services of Canada will require to successfully complete the course for Cadet Instructors Certificate (Grade A) within one year of the date of his appointment. Except in special cases where authority for an extension of the qualification period has been granted by the Adjutant-General, an officer failing to qualify within the prescribed period shall be afforded the opportunity of resigning his commission and should he not avail himself of the opportunity, steps will be taken to recommend his retirement.

(b) A member of the Civilian Instructional Cadre of the Royal Canadian Army Cadets, not otherwise qualified by means of previous commissioned service will be required to successfully complete the Course for Cadet Instructors Certificate (Grade A) within one year of the commencement of his employment as a civilian instructor. Except in special cases where authority for an extension of the qualification period has been granted by the Adjutant-General, if a member of the Civilian Instructional Cadre of the Royal Canadian Army Cadets fails to qualify within the prescribed period, his employment as an instructor shall cease.

Promotion

279. Promotion or grant of provisional rank to an officer of the Cadet Services of Canada shall only be made if a vacancy exists in the Cadet Corps in which such officer is to instruct for the rank to which he is to be promoted or granted provisional rank. Such promotion or grant of provisional rank will be made as follows:

- (a) A 2/Lieutenant of the Cadet Services of Canada may be promoted to the rank of Lieutenant if:
 - (i) He has served not less than one year as a 2/Lieutenant.
 - (ii) He is in possession of a Cadet Instructor Certificate (Grade A).

- (b) A Lieutenant in the Cadet Service of Canada may be promoted to the rank of Captain if:
 - (i) He has successfully completed a Course of Qualification for Captain (Cadet Services of Canada).
 - (ii) He has held the rank of Lieutenant for three years, and has for three years instructed a cadet corps to the satisfaction of the officer commanding the command concerned.
- (c) A Captain in the Cadet Services of Canada may be promoted to the rank of Major if:
 - (i) He has successfully completed a Course of Qualification for Major (Cadet Services of Canada).
 - (ii) He has held the rank of Captain for four years and fulfilled his duties to the satisfaction of the officer commanding the command.
- (d) A Major in the Cadet Services of Canada may be promoted to the rank of Lieutenant-Colonel if he has held the rank of Major for four years and fulfilled his duties to the satisfaction of the officer commanding the command.
- (e) A former officer of any of His Majesty's Naval, Military or Air Forces, subsequent to appointment as 2/Lieutenant to the Cadet Services, may be granted provisional rank equivalent to the highest substantive or temporary rank held by him in such force and may be granted equivalent substantive rank after completion of one year of satisfactory service in provisional rank.
- (f) When exigencies of administration and training so require, the officer commanding the command may recommend the grant of provisional rank to an officer not more than one rank higher than the substantive rank held by such officer.
- (g) A member of the Civilian Instructional Cadre of the Royal Canadian Army Cadets who is the holder of a Cadet Instructors Certificate (Grade A) and who is appointed to the Cadet Services of Canada in the rank of 2/Lieutenant may be promoted to the rank of Lieutenant at any time after one year from the date of qualifying for such Cadet Instructors Certificate (Grade A). Similarly he may be promoted to the rank of Captain, provided he has successfully completed the Course of Qualification for Captains (Cadet Services of Canada) and has instructed a Cadet Corps to the satisfaction of the officer commanding the command, for four years from the date of qualifying for such Cadet Instructors Certificate (Grade A).

Reserve List

279A. (a) A reserve list of officers is authorized for the Cadet Services of Canada.

(b) An officer in the Cadet Services of Canada, other than one possessing qualifications required for service in the Canadian Army Reserve Force or Supplementary Reserve, who ceases for any reason to instruct a cadet corps may be placed on the reserve List of Officers of the Cadet Services of Canada.

(c) An officer in the Cadet Services of Canada who possesses qualifications required for service in the Canadian Army Reserve Force or Supplementary Reserve who ceases for any reason to instruct a cadet corps may transfer to the Supplementary Reserve.

Retirement

279B. (a) Officers of the Cadet Services of Canada shall, irrespective of rank, be retired, upon attaining the age of fifty-five years unless otherwise ordered by the Minister.

(b) An officer who has remained continuously on the Reserve List of Officers of the Cadet Services of Canada for 3 years shall at the end of the third year be retired from the Canadian Army.

Employment of Reserve Force Officers

279C. Officers on the strength of, and serving with units of the Canadian Army Reserve Force may be detailed for duty with the Cadet Services of Canada, as required on the authority of the appropriate officer commanding a command. The detailing of an officer of the Reserve Force for duty in this manner shall be subject to the following conditions:

- (a) Any such tour of duty must be voluntary on the part of the officer concerned.
- (b) A vacancy must exist within the establishment of the Cadet Services of Canada allocated to the particular cadet corps.
- (c) The tour of duty must not exceed the period authorized annually by the Minister for Cadet Training including attendance at summer camps.
- (d) Any such tour of duty will not in any way prejudice the status of the officer concerned in the Reserve Force.

SECTION VII.—SOLDIERS—ENLISTMENT, SERVICE PROMOTION, PRECEDENCE, CARETAKERS TRANSFER AND DISCHARGE

1.—ENLISTMENT

General Instructions

280. An officer must have complied with the Militia Act, by taking the oath of allegiance before he can administer such oath to any officer or man.

281. A man who has been discharged from any of His Majesty's Forces or His Majesty's Dominion Forces or from the Royal Canadian Mounted Police as unfitted for further military services, for misconduct, or with a character inferior to "good" will be ineligible for enlistment in the Active Militia unless authority is obtained from Army Headquarters.

282. When a man, who has previously served in any of the forces referred to in para. 281 applies for enlistment in the Active Militia he will be required to state the particulars of his former service and cause of discharge and to produce his certificate of discharge.

283. A member of the Regular Army Reserve will not be enlisted in the Active Militia without authority from Army Headquarters.

284. When a member of the Regular Army or the Naval Service or Militia of Canada or the Royal Canadian Air Force or of any of the reserve forces thereof, or of any auxiliary force is discovered to have enlisted improperly in the Militia, the case will be referred to Army Headquarters.

285. An officer commanding a corps shall not enlist nor permit the enlistment of a man belonging to another corps.

286. When a soldier, who is a member of one of the corps of the Non-Permanent Active Militia, is discovered to have enlisted improperly in another corps thereof, the case will, after necessary disciplinary action has been taken, be referred to Army Headquarters for decision as to the corps in which the man is to be held to serve, except where both corps are in the same command, when the officer commanding a command will make the decision.

287. Spare.

288. On enlistment, attestation will be recorded on Attestation Paper CAFB 235 in duplicate. The original will be sent to the corps record office and the duplicate will be retained with the unit.

289. Enlistment, or re-engagement in the Permanent or Non-Permanent Active Militia, will be allowed only on the understanding that the applicant is willing to enlist or re-engage under such conditions as to pay and service as may be authorized and laid down from time to time by the Governor-in-Council.

290. (a) The period of first engagement for service in the Active Force pursuant to enlistment therein and attestation in consequence thereof shall be one of three years. The period of service required to be performed in respect of any re-engagement on such original enlistment and attestation shall be five years.

(b) The period of service required to be performed by men enlisted in the Canadian Army, other than for service in the Active Force, shall be three years.

Amtdt. (No. 15) 12 Dec 39.

Amtdt. (No. 105) 25 Aug 47.

Permanent Force

291. The authorized establishments of the Permanent Force shall not be exceeded without authority from Army Headquarters.

292. Enlistments, re-engagements and re-enlistments in any particular unit of the Permanent Force will be also for general service.

293. (1) Subject to paragraph 294(a) of these regulations and such additional qualifications as are from time to time required by Army Headquarters every candidate to be eligible for enlistment in the Active Force shall:

(a) be a Canadian citizen or British subject;

(b) be between the ages of 17 and 45 years (inclusive).

(2) A candidate who has not reached his eighteenth birthday shall not be eligible for enlistment under this paragraph unless the consent of his parent or guardian has been obtained.

294. (a) A candidate for enlistment in the Active Force who refuses to signify his willingness to be vaccinated and inoculated or refuses to signify his willingness to submit to blood examination or treatment against any infectious disease, as the case may be, shall not be enlisted. A recruit who upon enlistment refuses to be vaccinated and inoculated or refuses to submit to blood examination or treatment against any infectious disease, as the case may be, will be discharged forthwith.

(b) No issue of clothing or necessities will be made to a recruit until after he has been vaccinated.

295. A man enlisting for service in any unit of the Permanent Force will, after passing the medical examination, be attested by, and take the oath as required by Section 21 of the Militia Act, Chapter 132, R.S.C. 1927, before either a justice of the peace or an officer not below the rank of captain who has complied with the provisions of para. 280.

296. Cancelled.

297. Cancelled.

Amdt. (No. 113) 8 Dec 47.

Amdt. (No. 124) 17 May 48.

Amdt. (No. 140) 14 Mar 49.

298. A soldier re-engaging in the Permanent Force will serve on his original attestation as contained in CAFB 235. Re-engagement paper CAFB 235R will be duly completed, in duplicate, with respect to each re-engagement and the copies thereof will be kept with his original and duplicate attestation paper.

299. Except when the Army is placed on active service, a soldier of the Active Force, having less than twenty-four months of his current engagement to serve, shall not be detailed to proceed beyond Canada for a course of instruction, for a period in excess of six months, unless he is re-engaged to serve for a further period of five years reckoned from the date of the completion of his current engagement.

300. Deleted.

301. When a soldier is considered medically unfit to re-engage by the medical officer examining him, the case will be referred to a medical board.

Non-Permanent Active Militia

302. (a) The following procedure will be carried out with respect to enlistment in the Non-Permanent Active Militia:—

- (i) The applicant will be cautioned by the officer carrying out the enlistment that if he makes a false answer to the questions read to him he will be liable to be punished as provided by the Militia Act.
- (ii) He will sign Attestation Paper CAFB 235 wherein the particulars as related by him have been duly filled in.
- (iii) He will then make and sign the declaration contained in the said attestation and take the oath of allegiance in the manner prescribed by the Militia Act.
- (iv) The declaration will be signed and the oath of allegiance taken before an officer on the Active List, who is qualified in accordance with paragraph 280, or before a justice of the peace.

(b) Upon signing the declaration and taking the oath such person shall be deemed to be enlisted as a soldier of the Non-Permanent Active Militia.

303. Recruits for the Non-Permanent Active Militia must be certified by a medical officer of the Militia to be physically fit for service in accordance with the standards laid down from time to time by the Minister.

304. A candidate for enlistment who is of good character and whose age is between 17 and 18 years may be enlisted into units of the Reserve Force provided that he submits the written consent of his parents or guardians to such enlistment.

305. Non-commissioned officers below the rank of sergeant and men (except bandmen) of the Non-Permanent Active Militia may, if medically fit and under 45 years of age, be re-engaged for further periods of three years. Warrant officers, non-commissioned officers above the rank of corporal and bandmen may, if medically fit, be re-engaged up to the age of 55 years.

Amdt. (No. 30) 7 Feb 42.

Amdt. (No. 74) 23 Feb 46.

Amdt. (No. 118) 23 Feb 48.

Amdt. (No. 124) 17 May 48.

Amdt. (No. 143) 6 Jun 49.

306. Upon re-engagement a warrant officer, non-commissioned officer or man of the Non-Permanent Active Militia will be required to sign the Re-engagement Card, N.P.A.M., (M.F.B. 1444) which will be kept with the Attestation Card (M.F.B. 325d).

2.—RECKONING SERVICE—PERMANENT FORCE

307. (a) A soldier of the Permanent Force serving on his first engagement, i.e., during the first three years of his service in the Permanent Force, forfeits the whole of his prior service in that force and is liable to serve for the term of his original enlistment therein, reckoned from the date of conviction or of the order dispensing with his trial—

- (i) on conviction, by court-martial, of desertion or fraudulent enlistment, or
- (ii) if liable to trial, upon his trial being dispensed with by competent military authority on confession of desertion or fraudulent enlistment.

(b) Similarly a soldier of the Permanent Force, serving on a re-engagement or a re-enlistment, who is convicted by court-martial of desertion or fraudulent enlistment, or who, being liable to trial, has had his trial for either of these offences dispensed with by the competent military authority, forfeits all prior service rendered by him during the period of such re-engagement or re-enlistment, i.e., from the day on which he last re-engaged or re-enlisted, and is liable to serve for the term of his last re-engagement or re-enlistment reckoned from the date of conviction or of the order dispensing with his trial.

(c) Service so forfeited may, subject to the following limitations be restored—

- (i) upon promotion to the rank of sergeant;
- (ii) upon completion of three years clear of adverse entry in his regimental conduct sheet, to reckon from termination of detention or imprisonment or from the date of the order dispensing with trial. (In cases where a subsequent regimental entry has been incurred not involving imprisonment or detention the three years will reckon from the date of the commission of the offence.)

(d) Upon becoming eligible, a man will be required to elect whether he will, or will not, reckon his former service. The choice will be entered in his records of service, and will not be altered subsequently.

(e) The service to be restored will be—

- (i) if the soldier was serving on his original engagement at the date of desertion, the amounts actually reckoned at date of desertion, or
- (ii) if serving on a re-engagement or re-enlistment at the date of desertion, the amounts actually reckoned towards completion of such re-engagement or re-enlistment at date of desertion. (Provided that where service has been forfeited by desertion on more than one occasion, the period restorable under clauses (i) and (ii) of this sub-para. is that actually reckoned at date of last desertion. Any period forfeited by a previous desertion is restorable only as provided for in sub-para. (h)).
- (iii) in cases of fraudulent enlistment—the amounts of service, between the date of last fraudulent enlistment and the date of disposal of offence, which were forfeited upon conviction, or dispensation with trial.

(f) A soldier who has served in an exemplary manner for not less than three years as a soldier of the Permanent Force is not liable for trial for an offence of desertion (other than desertion on active service) or of fraudulent enlistment committed before the commencement of these three years, but in cases of fraudulent enlistment the service prior to such enlistment is forfeited, provided that, in the case of a soldier who has fraudulently enlisted during a period of re-engagement, only the service

Amdt. (No. 3) 15 May 39.

rendered during such re-engagement shall be forfeited. In these cases the soldier may be regarded as being at once eligible for restoration of his forfeited service.

(g) This paragraph (i.e. para. 307) is sufficient authority for the restoration by commanding officers of forfeited service as provided for above, and will be quoted in records of service accordingly.

(h) Cases not covered by the above rules, in which the soldier has—

(i) performed good and faithful service, or is otherwise deemed to merit the restoration of his forfeited service, or

(ii) been recommended by a court-martial for the restoration of his forfeited service,

may be submitted for consideration at National Defence Headquarters.

3.—RANKS AND APPOINTMENTS, PRECEDENCE, PROMOTION AND DISCHARGE

Ranks and Appointments

308. (a) The ranks and appointments held by soldiers of the Canadian Militia are shown in the following table, and the grant, under due authority, of any appointment therein detailed will confer on the holder the rank specified opposite that appointment in the table and the authority to wear the badges of rank as authorized for such rank or appointment in the Regulations and Instructions for Clothing. Appointments made in an acting capacity, when authorized under the provisions of these regulations or Pay and Allowance Regulations will confer the corresponding acting rank; such acting rank will be relinquished from the date on which the soldier ceases to hold the acting appointment. The table does not purport to include the designation of all military trades, for which the establishments of the corps concerned should be consulted.

(b) When the appointment is classified under more than one rank, the lowest rank will be granted on appointment, unless the soldier already holds a higher rank:

Rank	Appointment
	Warrant Officers
	(i) { Conductor, R.C.O.C. Master-gunner, 1st class. Staff sergeant-major, 1st class.
	(ii) Master-gunner, 2nd class.
	(iii) Garrison sergeant-major.
	*Accountant signals, sergeant-major. *Armament sergeant-major. *Armourer-sergeant-major. *Artificer-sergeant-major. *Artisan sergeant-major. *Bandmaster. *Clerk signals, sergeant-major. *Draughtsman signals, sergeant-major. *Engineer accountant sergeant-major. *Engineer clerk sergeant-major. *Engineer draughtsman sergeant-major. *Farrier sergeant-major.
Warrant Officer, Class I.....	(iv) { Foreman of signals, sergeant-major. Foreman of works sergeant-major. *Lithographer sergeant-major. *Mechanist sergeant-major. *Regimental sergeant-major. *Saddler sergeant-major. Sergeant-major. *Sergeant-major, artillery clerk. Sergeant-major instructor (Instructional Cadre). Staff sergeant-major. Sub-conductor, R.C.O.C. *Superintending clerk. *Topographic surveyor sergeant-major.

Amdt. (No. 43) 14th Oct., 1943.

Amdt. (No. 53) 11th Mar., 1944.

Rank	Appointment
	(i) Master-gunner, 3rd class. *Armament quarter-master-sergeant. *Artisan quarter-master-sergeant. *Armourer quarter-master-sergeant. *Engineer clerk quarter-master-sergeant. *Engineer draughtsman quarter-master-sergeant. *Farrier quarter-master-sergeant. Foreman of signals quarter-master-sergeant. Foreman of works quarter-master-sergeant. Garrison quarter-master-sergeant. *Lithographer quarter-master-sergeant. *Mechanist quarter-master-sergeant. *Orderly-room sergeant (when graded as a quarter-master-sergeant). Quarter-master-sergeant. *Quarter-master-sergeant artillery clerk. Quarter-master-sergeant instructor (Instructional Cadre) Quarter-master-sergeant superintending clerk Regimental quarter-master-sergeant. *Saddler quarter-master-sergeant. Staff quarter-master-sergeant. *Topographic surveyor quarter-master-sergeant.
Warrant Officer, Class II.....	(ii) Squadron, battery or company sergeant-major. Squadron, battery or company sergeant-major. (Instructional Cadre). Company sergeant major superintending clerk. Troop sergeant-major. Section sergeant-major. Platoon sergeant-major.
Warrant Officer, Class III.....	(iii)
Non-Commissioned Officers and Men	
Squadron, battery or company quarter-master-sergeant.	Foreman of signals, company quarter-master-sergeant Squadron, battery, or company quarter-master-sergeant.
(i) Staff-sergeant.....	*Armament staff-sergeant. *Armourer staff-sergeant. *Artisan staff-sergeant. *Engineer clerk staff-sergeant. *Engineer draughtsman staff-sergeant. *Farrier staff-sergeant. Foreman of works staff-sergeant. *Lithographer staff-sergeant. *Mechanist staff-sergeant. *Orderly-room sergeant (when graded as a staff-sergeant). *Saddler staff-sergeant. *Staff-sergeant artillery clerk. *Staff-sergeant clerk. Staff-sergeant superintending clerk. *Topographic surveyor staff-sergeant.
(ii) Sergeant.....	*Armourer sergeant. Band sergeant. Bugle major. *Clerk signals sergeant. Drum-major. *Engineer clerk sergeant. *Engineer draughtsman sergeant. Engineer works sergeant. *Farrier-sergeant. *Lithographer sergeant. *Machinist sergeant. *Mechanist sergeant. *Orderly-room sergeant (when below the rank of staff-sergeant). *Pay-sergeant. Pioneer-sergeant. Pipe-major. Provost sergeant. *Saddler sergeant. *Sergeant-artificer. *Sergeant-artillery clerk. *Sergeant-cook. *Sergeant-clerk. Sergeant-instructor (Instructional Cadre). Sergeant-roughrider. *Sergeant shoemaker. *Sergeant tailor. Signalling sergeant. Transport sergeant. *Topographic surveyor sergeant. Trumpet-major. Wheeler-sergeant.

Amdt. (No. 9) 25th Sept., 1939.

Amdt. (No. 43) 14th Oct., 1943.

Amdt. (No. 53) 11th Mar., 1944.

Rank	Appointment
(iii) Corporal, Bombardier.....	<ul style="list-style-type: none"> *Armourer corporal. *Armourer lance-sergeant. *Artificer corporal. Band bombardier. Band corporal. *Bombardier-clerk. *Bombardier-cook. *Bombardier orderly-room clerk. *Bombardier-signaller (R.C.A.). *Corporal-cook. *Corporal-clerk. *Corporal orderly-room clerk. *Farrier-corporal. Lance-sergeant. Provost corporal. Signalling corporal. Transport corporal.
(iv) Trooper, gunner, sapper, signalman, driver, private, guardsman, fusilier, rifleman, craftsman.	<ul style="list-style-type: none"> Armourer lance-corporal. Armourer craftsman. Artificer. Bandsman. Bugler. Clerk. Drummer. Farrier. Lance-bombardier. Lance-corporal. Musician. Pioneer. Piper. Saddier. Signaller (other than R.C.C.S.). Trumpeter. Wheeler.
(v) Boy.....	A boy holding any appointment.

* See para. 312.

Precedence of Warrant Officers, Non-Commissioned Officers and Men Warrant Officers, Class I*

309. (a) The following is the order of precedence of warrant officers, class I:—

- (i) { Conductor, Royal Canadian Ordnance Corps.
Master-gunner, 1st class.
Staff sergeant-major, 1st class.
- (ii) Master-gunner, 2nd class.
- (iii) Garrison sergeant-major.
- (iv) All other warrant officers, class I.

(b) Warrant officers, class I in groups (i) and (iv) respectively rank with one another in these groups according to the dates of their promotion or appointment, except that a regimental or battalion sergeant-major ranks senior to other members of group (iv). The bandmaster ranks next after the regimental sergeant-major.

Warrant Officers, Class II*

(c) The following is the order of precedence of warrant officers, class II:—

- (i) Master-gunner, 3rd class.
- (ii) Regimental quarter-master-sergeant or any other warrant officer, class II, holding the appointment of quarter-master-sergeant.
- (iii) Squadron, battery or company sergeant-major.

(d) Warrant Officers in groups (ii) and (iii) rank with others in the respective groups and take precedence within the particular group according to the date of promotion to the rank of warrant officer, class II, Amdt. (No. 53) 11th Mar., 1944.

except that a regimental quarter-master-sergeant ranks regimentally above all other warrant officers, class II, holding the appointment of quarter-master-sergeant.

Warrant Officers, Class III

The following is the order of precedence of warrant officers class III:—

- Troop sergeant-major.
- Section sergeant-major.
- Platoon sergeant-major.

Non-Commissioned Officers* and Men

(e) The following is the order of precedence of non-commissioned officers and men:—

- (i) { Squadron, battery or company quartermaster-sergeant.
Staff-sergeant.
- (ii) Sergeant.
- (iii) Corporal or bombardier.
- (iv) Trooper, gunner, sapper, signalman, driver, guardsman, fusilier, rifleman or private.
- (v) Boy.

(f) A non-commissioned officer holding the appointment of farrier staff-sergeant ranks regimentally next below the squadron, battery, company, etc., quartermaster-sergeants, respectively.

(g) A lance-sergeant or acting lance-sergeant takes precedence of all corporals and a lance-bombardier, an acting lance-bombardier, a lance-corporal or acting lance-corporal takes precedence of all privates, etc.

(h) Non-commissioned officers of groups (i), (ii) and (iii) of sub-para. (e) above take precedence in these groups according to the date of their promotion to the rank covered by the particular group.

Status

310. The status of warrant officers is inferior to that of all commissioned officers, but superior to that of all non-commissioned officers.

311. A conductor, Royal Canadian Ordnance Corps, a master-gunner, 1st Class, or a staff sergeant-major, 1st Class, will do duty as a subaltern officer when required, but he may only sit on such courts of inquiry or regimental boards as may be authorized by regulations. On all parades he will take post as an officer, but he will not salute. When no engineer officer is present at a station, the senior sergeant-major, Royal Canadian Engineers, may act as a subaltern officer, but he will not take post as such.

312. Warrant officers and non-commissioned officers of the Royal Canadian Army Pay Corps and Corps of Military Staff Clerks and also those to whose titles an asterisk is prefixed in para. 308, are not entitled to assume command on parade or duty, except over their juniors in their corps and such soldiers as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their rank or appointment. When the appointment is classified under more than one rank, the lowest rank will be granted on appointment, unless the soldier already holds a higher rank.

Promotion—Warrant Officers

313. The Minister may, on active service or for distinguished conduct in the field, authorize promotion to warrant rank in any case for which no provision for such promotion is made in the following paragraphs. Recommendation for such promotion will be submitted to National Defence Headquarters, through the usual channels, by the commanding officer of the unit.

* All warrant officers, and non-commissioned officers of the Permanent Active Militia rank as senior to warrant officers and non-commissioned officers in the same rank or appointment in the Non-Permanent Active Militia.

314. Before promotion to the rank of warrant officer, non-commissioned officers of the cavalry and infantry of the Permanent Force must be in possession of a certificate of qualification from "A" Wing, Canadian Small Arms School.

314A. (a) Only those soldiers will be promoted to warrant rank who possess the necessary qualifications and who, in the opinion of the officer or officers responsible for the selection, have the necessary knowledge, character and ability to make good commanders. Such selection may be made from any rank but will be tempered by seniority.

(b) Sergeants will not normally be eligible for direct promotion to warrant officer Class II. The avenue of promotion to that rank will be either through warrant officer Class III or through company quartermaster-sergeant (and equivalent ranks) because no soldier can be considered eligible for promotion to warrant officer Class II unless he has been considered suitable for promotion to warrant officer Class III or to company quartermaster-sergeant, etc., and has proved satisfactory in either of these ranks.

(c) Warrant officers Class III will be selected in accordance with subparagraph (a).

(d) Warrant officers Class II will be selected from warrant officers Class III and staff sergeants and equivalent ranks.

(e) Warrant officers Class I will be selected from warrant officers Class II.

315. Recommendations for promotion to warrant officer, Class I, will be forwarded to National Defence Headquarters, through district officers commanding, who will attach to their recommendations a certified copy of the attestation paper.

316. Warrant officers, Class I, of the Permanent Force and Non-Permanent Active Militia will be appointed by warrant signed by the Minister of National Defence, and hold their rank during pleasure.

317. A warrant officer Class II or Class III, or non-commissioned officer of the Non-Permanent Active Militia selected for promotion to a warrant officer, Class I, will be required to serve a probationary period of one year with acting rank. If, on termination of this probationary period, his services have proven satisfactory, recommendation will be made for his promotion to warrant officer Class I, with effect from the date of the completion of his probationary period. Non-commissioned officers, other than ex-members of His Majesty's Regular Forces or the Permanent Force, will be required to be in possession of a certificate of qualification for the rank of sergeant in the arm or service concerned. Ex-members of His Majesty's Regular Forces or the Permanent Force, who have served therein in the arm or service concerned for at least one year in the rank of sergeant or above, will be considered as qualified for probationary appointment, provided that such probationary appointment is made before the expiration of five years from the date the candidate was discharged from the foregoing forces.

318. A soldier of the Non-Permanent Active Militia may be appointed acting bandmaster with rank not below that of sergeant with a view to his promotion to warrant officer, Class I, after serving a probationary period of one year.

Appointment—Master-Gunners, R.C.A.

319. All appointments of master-gunner will be made from the rolls of warrant and non-commissioned officers of the Royal Canadian Artillery who have qualified at the master-gunner's course in Canada or at the Military College of Science, England. All such appointments will, in the first instance, be as master-gunner 3rd Class. Subsequent promotion to warrant officer, Class I, and appointment of master-gunner, 2nd and 1st Class, will be governed by establishments and the recommendation of the officer commanding, Royal Canadian Artillery.

Warrant Officers, Class II

320. Rank of warrant officer, Class II, shall be automatically granted to non-commissioned officers upon being appointed to one of the appointments in an authorized establishment according to the list or ranks and appointments shown under "Warrant Officers, Class II," in para. 308, and notification will in each case be made accordingly in Part II Orders of the unit.

Warrant Officers, Class III

320A. Rank of warrant officer, Class III, shall be automatically granted to a non-commissioned officer upon being appointed to one of the appointments in an authorized establishment according to the list of ranks and appointments shown under "Warrant Officers Class III" in para. 308 and notification will in each case be made accordingly in Part II Orders of the unit.

320B. Where an officer purporting to make a promotion to warrant officer, Class I, or an appointment to the acting rank of warrant officer, Class I, or a classified appointment within that rank, has no authority to make such a promotion or appointment, or having authority acts in contravention of any regulations, orders or instructions relating to or controlling the exercise of such power, the case, if it arises in respect of the Military Forces of Canada controlled or administered by or through Canadian Military Headquarters in Great Britain, will be referred to Canadian Military Headquarters in Great Britain. Cases arising in Canada and elsewhere will be referred to National Defence Headquarters through the proper channels. Cancellation of the promotion or appointment may then be ordered by the senior combatant officer, or Major-General in charge of Administration at Canadian Military Headquarters in Great Britain, or by the Adjutant-General, as the case may be. The date of such cancellation will be the date of publication of Supplement to Overseas Routine Orders, or in Canada and elsewhere, the date of issue of the Part II Orders in which the cancellation is recorded. The promotion or appointment will be treated for all purposes, including that of record, for the period before cancellation, as a promotion or appointment to paid acting rank only.

Amdt. (No. 9) 25th Sept., 1939.
Amdt. (No. 38) 19th Dec., 1942.
Amdt. (No. 56) 24th May, 1944.
Amdt. (No. 62) 23rd Sept., 1944.

Promotion other than to Rank of Warrant Officer, Class I

321. Promotion of non-commissioned officers and men, other than to the rank of warrant officer, Class I, will be carried out as set forth in the following table:—

PERMANENT FORCE

Service and unit	Promotion	Officer authorizing promotion	Promotion made from
Cavalry.....	Up to and including rank of corporal	O.C. Squadron.....	Squadron rolls.
"	Above rank of corporal.	O.C. Regiment.....	Rolls in each regiment.
Artillery—Batteries, R.C.H.A. Medium and Heavy Batteries, R.C.A.	Up to and including rank of bombardier.	O.C. Battery.....	General roll of battery.
R.C.H.A. Brigade and Medium Battery, R.C.A.	Appointment of lance-sergeant and rank of sergeant.	O.C., R.C.H.A. Brigade.	General roll R.C.-H.A. Brigade and Medium Battery.
H.Q. and D.E. and Heavy Batteries, R.C.A.		O.C., R.C.A. at station.	General roll, R.C.A. at station.
R.C.H.A. Brigade and Medium Battery, R.C.A.	Above rank of sergeant.	O.C., Regiment, R.C.A.	General rolls, the regiment, R.C.A.
H.Q. and D.E. and Heavy Batteries, R.C.A.			
R.C.E.....	All ranks.....	O.A., R.C.E.....	General rolls, R.C.E.
R.C.C.S.....	All ranks.....	O.A., R.C.C.S.....	General rolls, R.C.C.S.
Infantry.....	Up to and including rank of corporal.	O.C., Regimental Stations.	Rolls of regimental stations.
"	Above rank of corporal.	O.C., Regiment.....	General rolls of regiment.
R.C.A.S.C.....			
R.C.A.M.C.....			
R.C.O.C.....			
R.C.A.V.C.....			
R.C.A.P.C.....			
C.M.S.C.....			
	All ranks.....	Officer administering corps.	General rolls of corps.

NON-PERMANENT ACTIVE MILITIA

Service and unit	Promotion	Officer authorizing promotion	Promotion made from
Cavalry— Regiment of Cavalry.....	All ranks.....	O.C. Regiment.....	Rolls in each regiment.
Royal Canadian Artillery— Regimental Staff.....	"	"	Rolls in each regiment.
Brigades Field, Medium and Heavy— Headquarters and Batteries.....	"	" Brigade.....	Rolls in each brigade.
Unbrigaded Batteries.....	"	" Battery.....	Rolls in each battery.
Survey Companies.....	"	" Company.....	Rolls in each company.
Royal Canadian Engineers— District Engineers, Headquarters... Field Squadrons..... Field Park Companies..... Army Troops Companies..... Electrical and Mechanical Companies..... Workshop and Park Companies..... Anti-Aircraft Companies..... Field Survey Companies..... Fortress Companies..... Field Companies.....	"	" Unit.....	Rolls in each unit.

NON-PERMANENT ACTIVE MILITIA—*Concluded*

Service and unit	Promotion	Officer authorizing promotion	Promotion made from
Royal Canadian Corps of Signals— Headquarters, Signals Area.....	All ranks.....	O.C. Area.....	Rolls in each Headquarters, Signals Area.
Cavalry Signal Troops.....	"	" Troop.....	Rolls in each Troop.
Divisional Signals.....	"	" Div. Sigs.....	Rolls in each Div. Sigs.
District Signals.....	"	" Dist. Sigs.....	Rolls in each Dist. Sigs.
Corps Signals.....	"	" Corps Sigs.....	Rolls in each Corps Sigs.
Detached Sections: Cable, Wireless, Tank Battalion and R.C.A.F. Wing Signal Sections.....	"	" Section.....	Rolls in each Section.
Infantry— Infantry Rifle, Machine Gun and Tank Battalions.....	"	" Battalion.....	Rolls in each battalion.
Royal Canadian Army Service Corps— Cavalry Divisional and Divisional R.C.A.S.C.....	"	" Unit.....	Rolls in each unit.
Corps Troops, R.C.A.S.C.....	"	" Corps Troops.....	Rolls in each Corps Troops.
Corps Ammunition and Pontoon Bridge Parks.....	"	" Unit.....	Rolls in each unit.
Reserve Motor Transport and Composite Companies.....	"	" Company.....	Rolls in each company.
Advance Horse Transport and M.T. Vehicle Reception Depots.....	"	" Depot.....	Rolls in each depot.
Railhead Supply Detachment.....	"	" Detachment.....	Rolls in each detachment.
Royal Canadian Army Medical Corps— Cavalry Field and Field Ambulances Cavalry Field Hygiene and Field Hygiene Sections.....	"	" Unit.....	Rolls in each unit.
Casualty Clearing Stations.....	"	" Section.....	Rolls in each section.
Royal Canadian Ordnance Corps— Cavalry Divisional Ordnance and Army Field Workshops.....	"	" Unit.....	Rolls in each unit.
Ordnance Workshop Company.....	"	" Company.....	Rolls in each company.
A.A. Group Ordnance Workshop Section.....	"	" Section.....	Rolls in each section.
Ordnance Ammunition and Ordnance Store Companies.....	"	" Company.....	Rolls in each company.
District Store Sections.....	"	" Section.....	Rolls in each section.
Royal Canadian Army Veterinary Corps— Cavalry Mobile and Mobile Veterinary Sections.....	"	" Sections.....	Rolls in each section.
Veterinary Evacuating Stations and Veterinary Hospitals.....	"	" Unit.....	Rolls in each unit.
Canadian Postal Corps.....	"	" Unit.....	Rolls in each unit.

322. A company, etc., sergeant-major, or regimental or company, etc., quartermaster-sergeant will be selected by a commanding officer from the warrant officers, Class II or Class III, or non-commissioned officers of the rank of sergeant or above of his command. To be eligible for promotion to any of the foregoing ranks, a non-commissioned officer must have served for at least one year in the rank of sergeant in the arm or service in which the promotion is to be made.

323. (a) Promotion will not be made to any rank in any corps where there are supernumerary non-commissioned officers serving in that rank. The number of non-commissioned officers of the various grades for whom Amdts. (No. 9) 25th Sept., 1939.

pay can be drawn is laid down in establishments. Upon mobilization, however, brigade commanders are authorized in cases of necessity to sanction the temporary appointment in excess of the establishment of a small number of unpaid lance-sergeants, lance-corporals and lance-bombardiers.

(b) A district officer commanding or brigade commander may confer unpaid acting non-commissioned or lance rank upon a non-commissioned officer or man employed on extra-regimental duty if he considers such action necessary in the interests of discipline.

324. (a) Where ranks are not provided for in an establishment the following conditions will govern promotion provided all regulations with respect to the special qualifications required are fulfilled—

(i) a sergeant after serving three years in that rank may be promoted staff sergeant,

(ii) a staff sergeant after serving three years in that rank may be promoted warrant officer, Class II.

(b) A warrant officer, Class II, after serving three years in that rank will be eligible for promotion to warrant officer, Class I.

325. An orderly-room sergeant will not be appointed company, etc., sergeant-major or company, etc., quartermaster-sergeant or promoted to warrant rank except as provided in para. 324 unless it is intended that after such appointment or promotion he is to do duty in the vacancy to which he is appointed or promoted; nor is any other soldier to be appointed to the above positions or promoted to warrant rank with a view to being appointed orderly-room sergeant.

326. A non-commissioned officer will not be promoted to the rank of sergeant (except orderly-room sergeant, pay sergeant, sergeant cook, band sergeant, bugle major, officers' mess sergeant, drum major, pipe major, trumpet major, pioneer sergeant, or despatch rider sergeant) in the Permanent Force or Non-Permanent Active Militia, unless he is in possession of certificates qualifying him for the rank of sergeant in the arm or service to which he belongs, or, in the case of the Non-Permanent Active Militia only, unless, in lieu of such certificates, he has served for at least one year as a non-commissioned officer in the corresponding arm or service in His Majesty's Regular Forces or the Canadian Permanent Force, and that such promotion is made not more than six years from the date he was discharged from either of the foregoing forces.

326A. Where an officer purporting to make a promotion to non-commissioned rank or a paid acting or lance appointment has no authority to make such promotion or appointment, or having authority, acts in contravention of any Regulations, orders or instructions relating to or controlling the exercise of such power, the promotion or appointment will be declared void. In cases arising in respect to the Military Forces of Canada controlled or administered by or through Canadian Military Headquarters in Great Britain, the Officer i/c Second Echelon affected will be the competent authority for cancelling the promotion or appointment for Units on a Field Return basis, and the officer i/c Records will be the competent authority to order such a cancellation for units issuing Part II Orders, and the date of such cancellation will in all cases be the date of the publication of the cancellation in Part II of Unit Orders. In cases arising in Canada or elsewhere, where the promotion or appointment has been authorized by the O.C. Unit from a roster maintained by him,

Amdt. (No. 8) 26th Aug., 1939.

Amdt. (No. 9) 25th Sept., 1939.

Amdt. (No. 38) 19th Dec., 1942.

Amdt. (No. 56) 24th May, 1944.

Amdt. (No. 62) 23rd Sept., 1944.

the General or District Officer Commanding will be the competent authority for cancelling it. Where the promotion or appointment has been authorized by the General or District Officer Commanding, he will submit the case to Army Headquarters for instruction by the Adjutant-General as to cancellation. The date of such cancellation will be the date of the issue of the Part II Orders in which the cancellation is recorded. In every instance promotion or appointment will be treated for all purposes including that of record for the period before cancellation as a promotion or appointment to Paid Acting Rank only. The foregoing instructions will also apply in the case of promotion to Warrant Officer, Class II.

326B. Notwithstanding the provisions of paragraphs 317 to 326, inclusive, warrant officers and non-commissioned officers who served on active service with the Canadian Army (Active) will be deemed, for the purposes of enlistment into the Non-Permanent Active Militia, to have qualified for the confirmed rank held at the date of discharge from the Canadian Army (Active); and on application for enlistment into a unit of the Non-Permanent Active Militia may be accepted to cover a vacancy requiring rank equivalent to the aforesaid confirmed rank, subject to the following provisions:—

- (a) enlistment to be within three years of date of discharge from the Canadian Army (Active);
- (b) the warrant officer or non-commissioned officer had retained his rank for a period of six months prior to such discharge;
- (c) if the warrant officer or non-commissioned officer held his rank for a period of less than six months at the date of such discharge he may be enlisted in the rank he held at the date of discharge but will be required to qualify in accordance with existing regulations applicable to the Non-Permanent Active Militia;
- (d) the vacancy to be covered shall be in a Non-Permanent Active Militia unit of the same arm or service as that in which the warrant officer or non-commissioned officer served in the Canadian Army (Active).

(Effective 1st April, 1946.)

Amdt. (No. 38) 19th Dec., 1942.

Amdt. (No. 56) 24th May, 1944.

Amdt. (No. 79) 8th June, 1946.

Resignation and Removal, Warrant Officers, and Non-Commissioned Officers, Active Force

327. A warrant officer or non-commissioned officer may, with his commanding officer's consent, resign his rank, and revert to a lower rank. He will not be allowed to do so in order to escape trial by court-martial without the sanction of an officer not below the rank of brigadier. An entry of the fact is to be made in his attestation paper, and signed by him and his commanding officer. Seniority in the rank to which he reverts will count from the date of his original promotion to that rank.

327A. Where in the opinion of his commanding officer and other commanders concerned, a warrant officer Class III is found (after adequate trial in that rank), to be unsuitable for the responsibilities of the appointment and it is necessary under Section 183 (2) of the Army Act (as applied to a warrant officer by the opening words of Section 182) to reduce such warrant officer to a lower rank, such reduction in rank will not in these circumstances be regarded as reflecting on the soldier's capabilities as a non-commissioned officer whose duties and responsibilities differ widely from those of a warrant officer.

328. (a) In cases of inefficiency or unsuitability, a commanding officer may, with the authority of the Adjutant-General, or, in respect to personnel serving on active service outside of Canada, any general officer or brigadier whom the Minister of National Defence appoints (i) order a warrant officer holding permanent or acting rank to be removed from any appointment and to assume any other appointment appropriate to that rank; (ii) order a warrant officer holding acting rank to revert to the permanent rank that he was holding at the time of appointment to acting rank, and to an appointment appropriate to such permanent rank.

(b) A Warrant Officer or Non-Commissioned Officer, who, consequent upon revision of establishment becomes supernumerary to his rank will at once relinquish his appointment, also his acting rank, if any, but he will retain his substantive rank.

(c) A Warrant Officer, Class I, holding confirmed rank will, except as in (b) above, on ceasing to be employed in the capacity for which appointed, immediately relinquish the appointment granted (but not rank) except:—

(i) While he is attending a course at an Officers' Training Centre as a Cadet.

(ii) When he is eligible for discharge as physically unfit.

(d) Supernumerary Warrant Officers and Non-Commissioned Officers will be absorbed or otherwise disposed of before further promotions are made in the establishment on which they are carried supernumerary.

(e) In the case of warrant officers, removal or reversion in relation to an offence must, however, be dealt with by court-martial or in the case of warrant officers holding permanent rank by an officer having power to deal with such offence under Section 47 of the Army Act.

(f) For an offence or otherwise a commanding officer may order any non-commissioned officer or man holding an acting rank or appointment to revert to the rank that he was holding at the time of his appointment to such acting rank, and/or to any appointment appropriate thereto, provided that if such permanent rank is higher than that of corporal such an order shall not be made on account of inefficiency or unsuitability without the previous sanction, in writing, of the district officer commanding.

(g) Acting rank is held under the conditions mentioned in para. 308 (a).

Amdt. (No. 9) 25th Sept., 1939.

Amdt. (No. 46) 9th Dec., 1943.

Amdt. (No. 86) 28th Sept., 1946

329. (a) When a warrant officer or non-commissioned officer is not in every respect fully qualified to perform the ordinary duties of his permanent rank, application may be made through the usual channels to Army Headquarters, or, with respect to personnel serving on active service outside of Canada, the Canadian Headquarters controlling or administering the force for authority under Section 183 (2) of the Army Act for reduction in rank.

(b) As a general principle no case will be submitted under sub-paragraph (a) where disciplinary action has been taken, or where the unefficiency or unsuitability is of such a nature that disciplinary action is possible.

(c) All applications under sub-paragraph (a) will be accompanied by—

- (i) a full statement from the commanding officer giving his reasons for recommending reduction, and stating the grade to which reduction is recommended;
- (ii) a certified true copy of the conduct sheets and record of service of the soldier;
- (iii) any statement which the soldier may desire to make on his own behalf;
- (iv) the recommendations of superior officers.

330. Reduction from permanent rank is dealt with by sentence of court-martial, or under Section 183 (2) of the Army Act. A warrant officer or non-commissioned officer reduced to a lower rank will take rank and precedence in the lower rank from the date of the signing of the original sentence of the court-martial, or, in the case of reduction by order from Army Headquarters (para. 329), from the date approved in such order. If a sentence of reduction passed by a court-martial is wholly remitted, the warrant officer or non-commissioned officer will, if no service is forfeited, retain his seniority, but, if service is forfeited, he will take rank and precedence in his existing rank from the date of signing of the original sentence of the court.

Resignation and Removal, Warrant Officers and Non-Commissioned Officers, Reserve Force

331. A warrant officer Class I of the Non-Permanent Active Militia may be reduced to a lower grade or to the ranks, or removed from his appointment, by the Minister, for any sufficient cause.

332. Warrant officers Class II and III of the Non-Permanent Active Militia may be reduced to a lower grade, or to the ranks, or removed from their appointments, by the Adjutant-General, for any sufficient cause.

333. All non-commissioned officers of the Non-Permanent Active Militia will retain their rank only during the pleasure of their commanding officer.

333A. Paragraphs 331, 332 and 333 will not apply to such parts of the active militia as have been placed on active service, and paragraphs 327 to 330 inclusive will apply during the period on active service. (Effective 10th September, 1946)

Amdts. (No. 9) 25th Sept., 1939.

Amdts. (No. 46) 9th Dec., 1943.

Amdts. (No. 86) 28th Sep., 1946.

Instructional Cadre

334. The Instructional Cadre will be composed of selected personnel from units of the Permanent Force. The proportion of such personnel to be furnished by each unit to complete the authorized establishment of the cadre will be as laid down by the general staff, National Defence Headquarters.

335. Members of the Instructional Cadre will be graded in the ranks and corresponding appointments shown below:—

Rank	Appointment
Warrant officer (class I)	Sergeant-Major instructor
Warrant officer (class II)	Quartermaster-sergeant instructor
Warrant officer (class II)	Company, etc., sergeant-major, instructor
Sergeant	Sergeant instructor

336. Members of the Instructional Cadre will be carried as supernumerary to, and administered by their respective units. All matters concerning pay and allowances, issue of clothing, etc., will be accounted for at each individual's permanent station.

337. When members of the Instructional Cadre are detailed for instructional duty away from their unit, they will, for duty and discipline, come under the district officer commanding the district in which such duty is to be performed. If suitable messing and public quarters are available, allowances in lieu will not be issuable.

338. Members of the Instructional Cadre will be posted for duty in accordance with instructions issued by the general staff, National Defence Headquarters.

339. Members of the Instructional Cadre when not required for instructional duty will be returned to their respective units and will be available for duty.

340. Except as provided in para. 341 below, personnel selected for appointment who are qualified in accordance with paras. 760 and 761 will be posted to the Instructional Cadre, with the rank of sergeant and appointment of sergeant instructor.

341. A warrant officer or non-commissioned officer holding a regimental appointment with rank higher than sergeant at the time of his selection for the Instructional Cadre, may be permitted to retain such rank until by promotion he becomes entitled to a higher rank in the Instructional Cadre.

342. A member of the Instructional Cadre who has performed satisfactory service and has been duly recommended and who is qualified for promotion in his unit may

- (i) after three years as sergeant be promoted warrant officer class II and appointed company, etc., sergeant-major instructor.
- (ii) after three years as company, etc., sergeant-major instructor be appointed quartermaster-sergeant instructor.
- (iii) a quartermaster-sergeant instructor after three years' service as such will be eligible for promotion to warrant officer class I, and appointment as sergeant-major instructor. Promotion to warrant officer class I will be by selection as vacancies occur in the establishment of the Instructional Cadre.

343. The vacancy created in his unit when a warrant officer or non-commissioned officer is posted to the Instructional Cadre will be filled as provided in para. 321.

344. Spare.

345. (a) A member of the Instructional Cadre, who becomes unfitted for the efficient performance of his duties, will be struck off the strength of the Instructional Cadre and returned to his unit, where he will be dealt with as follows:—

(i) he will be permitted to retain his rank until the completion of his current engagement if, in the opinion of his commanding officer, he is fitted for the duties thereof. If no vacancy exists for such rank in the unit establishment, he will be carried supernumerary and absorbed on the first opportunity. Should no vacancy occur in the establishment into which the soldier could be absorbed before his period of engagement expires, the commanding officer will submit his recommendations to National Defence Headquarters, through the usual channels, with respect to the rank in which such soldier shall be permitted to re-engage. During the period such warrant officer or non-commissioned officer is carried supernumerary, the total establishment of other ranks will not be exceeded by enlistment or transfer.

(ii) if the soldier, in the opinion of the commanding officer, is not fitted for the duties of his rank, the commanding officer will, having regard to all the circumstances of the case, submit his recommendations for the soldier's disposal to National Defence Headquarters through the usual channels.

(b) If his return to regimental duty is the result of disciplinary action his commanding officer will, at once, consider the question of discharge under an appropriate sub-para. of para. 372.

Armourer Section, Royal Canadian Ordnance Corps (P.F.)

346. (a) Appointments to and promotion in the Armourer Section, Royal Canadian Ordnance Corps, will be contingent upon vacancies existing for the ranks concerned in its authorized establishment.

(b) An armourer before being so appointed must have taken a qualifying course under the instructions of the Chief Inspector of Arms and Ammunition at Quebec, P.Q., and passed the necessary examination.

347. Applications by officers commanding units for the services of an armourer will be addressed to the district ordnance officer concerned.

348. An armourer will not be called upon to perform any work requiring special instructions which he has not received, except such trifling repairs as are plainly within his capabilities. He will not, without authority, be employed upon any description of work other than that provided for by regulations.

349. An armourer will not be required to attend parades and inspections unless specially ordered so to do; he will not be detailed for guard, picquet or police duty except in an emergency, and he will be exempted from attendance at gymnastic courses.

350. Casualties affecting or offences committed by armourers, Royal Canadian Ordnance Corps (P.F.) attached to units of other arms of the service will at once be reported to the officer commanding the Royal Canadian Ordnance Corps detachment from which they are detached for inclusion in Part II Orders.

351. An armourer reduced for misconduct will not except under very special circumstances be recommended for promotion until he has served in an exemplary manner for at least one year.

Armament Artificer Section, Royal Canadian Ordnance Corps (P.F.)

352. Armament artificers will in all cases be under the command of an officer of the Royal Canadian Ordnance Corps (P.F.).

353. An armament artificer on posting to the Armament Artificer Section Royal Canadian Ordnance Corps (P.F.) will be granted the acting rank of staff sergeant and appointed acting armament staff sergeant. He will not be promoted staff sergeant or confirmed in his appointment until he has passed such qualifying course as may be required.

354. An armament artificer reduced for misconduct will not, except under very special circumstances, be recommended for promotion until he has served in an exemplary manner for at least one year.

355. No man will be enlisted into or transferred to the Armament Artificer Section, Royal Canadian Ordnance Corps (P.F.), until he has passed a satisfactory test and a certificate has been furnished as to his qualifications and fitness by an ordnance mechanical engineer.

356. An armament artificer will not be required to attend parades and inspections unless specially ordered so to do; he will not be detailed for guard, picquet or police duty except in an emergency and he will be exempted from attendance at gymnastic courses.

357. Casualties affecting or offences committed by armament artificers, Royal Canadian Ordnance Corps, attached to units or other arms of the service will be reported at once to the officer commanding the Royal Canadian Ordnance Corps detachment from which they are detached for inclusion in Part II Orders.

Caretakers Section, Royal Canadian Ordnance Corps (P.F.)

358. (a) Caretakers for the care and custody of armouries, drill halls, and the unit stores and equipment contained therein will be provided from personnel of the Caretakers Section, Royal Canadian Ordnance Corps.

(b) The personnel of this section will be administered by the officer administering Royal Canadian Ordnance Corps and will consist of—
(vide para. 367).

(i) soldiers specially enlisted therein (vide para. 293).

(ii) soldiers transferred thereto from other permanent force units

(c) The chief caretaker of an armoury or drill hall will be responsible for the care and cleanliness of the premises. He will also be responsible for the good conduct of all caretakers placed under his orders, and that such personnel carry out their duties in an efficient and proper manner.

(d) Caretakers will be trained in store accounting, indenting for, receiving and issuing stores, and in the care and preservation of equipment of all kinds in accordance with the detailed instructions laid down in Standing Orders for the Royal Canadian Ordnance Corps. In addition, caretakers must be capable of controlling the economical use of fuel, power and water services and of controlling, under direction, minor items of armoury maintenance including building repairs in accordance with the requirements of the Corps of Royal Canadian Engineers. A soldier before appointment as a caretaker for artillery, engineer, and other units having technical equipment will be required to have specialized knowledge of such equipment.

359. Royal Canadian Ordnance Corps caretakers will not be employed as canteen or mess stewards unless specially authorized by the district officer commanding concerned in each individual case. They will not in any event be made responsible for the financial transactions or operation of any canteen or mess.

4. TRANSFER TO OTHER CORPS

General Instructions

360. (1) A warrant officer, non-commissioned officer or soldier of the Active Force may be transferred from one corps to another corps within the Active Force, either compulsorily or at his own request, in accordance with such instructions as may be issued from time to time by the Adjutant-General.

(2) Inter-corps transfers of warrant officers, non-commissioned officers or soldiers, other than those referred to in sub-paragraph (1) above, may only be effected with the consent or at the request of the individual concerned except that during an emergency personnel of the Reserve Force on Active Service may be compulsorily transferred from one corps to another corps within the Reserve Force.

(3) Nothing in this regulation shall be deemed to permit the compulsory transfer of a warrant officer, non-commissioned officer, or soldier between the various components constituting the Canadian Army. (Effective 3 Jun, 48)

361-368. Spare.

Amdt. (No. 10) 27 Sep, 39.

Amdt. (No. 87) 7 Oct, 46.

Amdt. (No. 128) 21 Jun, 48.

Non-Permanent Active Militia

369. For the purpose of transfer from one unit to another of the Non-Permanent Active Militia the commanding officer will be the commanding officer who is directly responsible to the officer commanding the command concerned for the entire administration of the unit in which the applicant for transfer is serving.

370. Application for transfer will be made through the applicant's commanding officer, indicated in para. 369, who will forward to the commanding officer under whom the applicant asks to serve a copy of the applicant's attestation paper (M.F.B. 235), noting thereon any objection or disqualification. The latter commanding officer will add his remarks and return the document, when the matter will be submitted for the approval of the officer commanding the command under whom the applicant is serving.

5.—DISCHARGE

Permanent Force

371. (a) A soldier has not a right to claim discharge before completion of the period of his engagement, except under the provisions of para. 372 (vii) and (ix).

(b) Discharge may, when the exigencies of the service permit, be granted as an indulgence under the provisions of para. 372 (iv), (viii) and (x).

(c) The discharge of a soldier will be carried out by the time the soldier becomes due for discharge. In exceptional cases, where it is not possible to carry out the discharge of the soldier by the time it is due, the discharge will be carried out with all convenient speed.

(d) When a soldier of the Permanent Force is brought forward for discharge, his commanding officer will prepare the Proceedings on Discharge (M.F.B. 218) for confirmation, in accordance with the instructions thereon.

(e) In the case of non-commissioned officer or man brought forward for discharge who, by reason of length of service, is eligible for a pension under the Militia Pension Act, the officer commanding the command will, for the purpose of complying with the provisions of Section 16 of that act, assemble a board of three officers, the rank of one of whom being not lower than that of major, which board shall certify the soldier's length of service, and his conduct, and that evidence has been adduced before it which justifies the granting of a pension.

(f) In the case of a warrant officer (class I or II) the officer commanding the command will assemble a board of officers, composed as in (e) above for the purpose of ascertaining and certifying to the service of the warrant officer concerned.

(g) The warrant officer, non-commissioned officer or man concerned will be required to sign a statement indicating either that the record of service set out in the board proceedings shows all the service that he claims for purposes of pension, or that it does not do so and that he claims additional service which he will set out in his statement.

(h) In the case of a soldier granted furlough under para. 1125 the proceedings on M.F.B. 218, with the exception of the confirmation, are to be completed before the soldier proceeds on such furlough, and the soldier will not be required to return to his unit.

(i) In the case of soldiers on detached duty or in hospital, or undergoing detention or imprisonment, the officer commanding the soldier's unit is responsible that the proceedings on M.F.B. 218, with the exception of confirmation, are made out before the soldier becomes due for discharge.

(j) The three stages in carrying out a soldier's discharge are:—

(i) to authorize, i.e. to give authority for the discharge to be carried out.

(ii) to carry out, i.e. to fix the date of and effect the discharge.

(iii) to confirm, i.e. to complete the discharge for the date on which it takes effect.

The competent officers to authorize, carry out and confirm discharge are given in para. 372.

(k) In accordance with Section 158 of the Army Act, a soldier discharged while undergoing a sentence of imprisonment or detention will complete such sentence after his discharge has been carried out.

(l) The discharge of a soldier will not be delayed on account of missing or incomplete documents; nor on account of any claim he may make against the public. If the soldier's character in testimonial form has not been completed as laid down in paras. 383 and 384, the soldier will be given a memorandum informing him that the same will be forwarded to him. Every effort must be made to deal with any claims the soldier may have before his discharge is carried out.

(m) When a soldier, enlisted as a boy, is to be discharged under the age of 18 years, or when a soldier is to be discharged on account of having made a mis-statement as to age on enlistment, the parents or guardians are to be informed. The soldier will be retained in the service until the parents or guardians have been given an opportunity of notifying their wishes as to his disposal.

371A. Compulsory Discharge Ages—(1) Subject to (2), (3) and (4) of this paragraph, a soldier of the Active Force shall be discharged when he reaches the age limit prescribed for the substantive rank held by him as set out in the table hereunder.

Substantive Rank	Age
Warrant Officer, Class I	55
Warrant Officer, Class II	52
Staff-sergeant and below	50

(2) The Adjutant-General may in exceptional circumstances authorize the retention of a soldier beyond the compulsory discharge ages as prescribed in this paragraph.

(3) When the Canadian Army is placed on Active Service the compulsory discharge age of soldiers of the Active Force shall be such as the Adjutant-General may direct.

(4) Administrative action required to initiate a discharge under this paragraph may be taken prior to the date on which by reason of age it is intended to discharge the soldier concerned.

(Effective 19th January, 1950)

Amdt. (No. 143) 6 Jun 49.

Amdt. (No 149) 6 Feb 50.

372. (a) The various causes of discharge, and the competent officers to authorize, carry out and confirm discharges are given in the following table. The words in italics in column (1) are to be used in recording the cause of discharge:—

ATTESTED BUT NOT FINALLY APPROVED

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
<i>(i) Having been attested but not finally approved.</i>	C.O.	C.O.	Applies only to a recruit who has been attested pending reference to employer, etc., or pending trade test and a recruit rejected after attestation by the medical officer or approving officer.

IRREGULAR ENLISTMENT

<i>(ii) Having been irregularly enlisted.</i>	A.G.	C.O.	When a recruit has been irregularly attested, i.e., when the current regulations for enlistment have been improperly or incorrectly complied with, a report of the case, together with the recruit's attestation paper, will be forwarded to the officer commanding a command. When a soldier has been convicted either by court-martial or civil power under Section 33 or 99 of the Army Act, or disposed of summarily by his commanding officer under para. 459, the officer commanding the command will decide whether he is to be retained in the service or not. Full details with conduct sheets and copies of civil convictions (if any) will be submitted to the officer commanding the command.
<i>(iii) Having made a false answer on attestation.</i>	Officer Commanding a Command	C.O.	A soldier proved to be under 18 years of age. Discharge under this heading applies to soldiers who stated their age as 18 years or upwards and for whose discharge application is made by the parents or guardian.
<i>(iv) Having made a mis-statement as to age on enlistment and being,—</i>	Where the discharge is carried out under this section, the soldier, his parents or guardian must deposit with the commanding officer \$15.00 for depreciation of value in clothing and necessities, if the application is made within 3 months of enlistment. If the application for discharge is made after 3 months' service the soldier will be discharged under sub-para. (viii), Para. 375 will be complied with in so far as soldiers discharged under this sub-para. are concerned.

IRREGULAR ENLISTMENT—*Concluded*

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
(iv) (a) <i>Under 17 years of age at date of application for discharge.</i>	C.O.	C.O.	(a) if the man is under 17 years of age the commanding officer will, if satisfied that the birth certificate produced refers to the soldier in question, proceed with the discharge without further reference.
(b) <i>Between 17 and 18 years of age at date of application.</i>	Officer Commanding a Command	C.O.	(b) If between 17 and 18 years of age the application will be submitted for the decision of the officer commanding a command, together with the following documents:— (i) parents' or guardian's application (ii) certificate of birth. (iii) certificate that the commanding officer is satisfied birth certificate refers to the soldier in question. (iv) soldier's duplicate attestation paper. (v) soldier's statement as to whether or not he wishes discharge. (vi) report obtained by the commanding officer from reliable sources as to number and circumstances of soldier's family, if such is made a point in application for discharge.
(v) (a) <i>Having made a mis-statement as to marriage on enlistment.</i>	Officer Commanding a Command	C.O.	Applies only to a man who was married on enlistment and who obtained enlistment by stating, on attestation, that he was single, and who would not have been enlisted had he correctly declared his marital status. The officer commanding a command will not authorize discharge until he is satisfied as to the true <i>marital status</i> of the soldier on date of enlistment. Where it is desired to retain such man in the service his case will be submitted with full details to Army Headquarters.
(b) <i>Having made incorrect information regarding the number of children dependent upon him on enlistment.</i>	Officer Commanding a Command	C.O.	Applies only to a married man or widower who obtained enlistment by not declaring the full number of children dependent upon him. The officer commanding a command will not authorize discharge until he is satisfied as to the full number of children dependent upon the soldier on date of enlistment. Where it is desired to retain a man in the service his case will be submitted with full details to Army Headquarters.

NOT LIKELY TO BECOME EFFICIENT

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
(vi) <i>Not likely to become an efficient soldier for any one or more of the following reasons:</i>			In discharge under (vi) (a) the form of proceedings on discharge will be dispensed with and discharge will be carried out on the man's attestation papers.
(a) <i>If passed by medical officer but rejected by the officer commanding unit stationed away from place where medical examination took place.</i>	C.O.	C.O.	
(b) <i>Recruits within 6 months of enlistment who are considered unfit for service.</i>	Officer Commanding a Command	C.O.	Under (b) a medical officer is to report (at the end of each month) to the commanding officer, who will apply for a medical board. If the man is found unfit, the commanding officer will discharge the man without delay, and an extract from the report of the medical board will be attached to the discharge documents. A recruit admitted to hospital prior to completing 3 months' service and found to be of defective intelligence but not actually insane, will also be discharged under (b). A recruit considered by his commanding officer undesirable on account of conduct and thus unlikely to make an efficient soldier, may be discharged under (b) subject to the approval of the officer commanding a command.
(c) <i>Recruit who having undergone a course of physical training, is recommended by a board of officers to be discharged or, in the case of a mounted corps, is unable to ride.*</i>	C.O.	C.O.	Under (c) an extract of the proceeding and findings of the board should be attached to the discharge documents.
(d) <i>Recruits unfitted for the duties of an instructional corps.</i>	C.O.	C.O.	The special instructions under (a) are also applicable to men to be discharged under (d).
(e) <i>Boy who, on reaching 18 years of age, is considered physically unfit for the ranks.</i>	C.O.	C.O.	Under (e) the commanding officer will report to the officer commanding a command who will arrange for the boy's examination by a medical board.

*A cavalry recruit who is unlikely to be able to ride is liable to discharge at any time up to the completion of six months' service with a cavalry regiment. In such a case, if the recruit's total service exceeds eight months, the discharge will be considered under sub-para. (xvi), the cause of discharge being amended to read "His services being no longer required—unable to ride". In no case, however, will a recruit be retained within six months, longer than is absolutely necessary to determine that he will not be able to ride.

AT THE SOLDIER'S OWN REQUEST

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
(vii) by purchase having enlisted prior to 1 Apr. 48.	C.O.	C.O.	The discharge of a soldier by purchase shall be subject to the following conditions: (a) all debts due by him to the Crown shall be paid; (b) no leave or transportation home shall be granted; (c) the terms of paragraph 375 of these regulations shall be complied with; (d) the Canadian Army is not on Active Service; (e) if discharge is requested within the first 3 months of initial engagement, the soldier shall pay the sum of \$100.00; (f) if discharge is requested after 3 months' service in the initial engagement on payment of \$4.00 per month of unexpired service.
(viii) by purchase having enlisted or re-engaged on or subsequent to 1 Apr 48.	A.G.	C.O.	Subject to sub-paragraph (vii) (a), (b), (c), (d) and (e), the following conditions shall apply: (a) three months' notice given by the soldier; (b) discharge shall be approved only in exceptional circumstances where an applicant has good and substantial reasons for seeking discharge and the exigencies of the service permit; (c) where discharge is requested after the first three months of his initial engagement he shall be required to pay the sum of \$120.00 reduced by \$2.00 per month for each month in excess of twelve served on his engagement; provided that at no time during his engagement shall the amount he is required to pay be less than \$100.00. (d) On re-engagement he shall be required to pay the sum of \$240.00 reduced by \$5.00 per month in excess of twelve served on his re-engagement, provided that at no time during his re-engagement shall the amount he is required to pay be less than \$100.00.
(ix) Having claimed his discharge under Section 13 (a) of the Militia Pension Act.	A.G.	C.O.	Subject to verification that the soldier has actually completed sufficient service to entitle him to pension.

Amdt. (No. 89) 4th Nov, 1946
Amdt. (No. 116) 9th Feb, 1948
Amdt. (No. 120) 5th Apr, 1948

AT THE SOLDIER'S OWN REQUEST

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
(x) <i>Free to take up civil employment.</i>	A.G.	C.O.	Applies to a soldier who is within 3 months of the termination of his engagement and for whom the employment cannot be held open. Only a soldier of good character is to be granted this privilege. The officer commanding a command submitting the case will satisfy himself that the employment is genuine and likely to be permanent.

MISCONDUCT

(zi) <i>Having been convicted by the civil power of</i> <i>or</i> <i>having been convicted by the civil power during his service of an offence committed before enlistment.</i>	Officer Commanding a Command	C.O.	Every conviction for an offence of a felonious nature will be referred to the officer commanding a command. The discharge, if authorized, will be carried out as soon as possible after the case has been dealt with by the civil power. The discharge certificate will be sent to the governor of the prison in which the soldier is confined and the discharge confirmed from the date of despatch. The above instructions are also applicable to soldiers to be discharged on conviction by civil power. If it is considered desirable to discharge a soldier who has been bound over to come up for conviction or judgment in a civil court his case will be dealt with under sub-para. (xii).
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Misconduct—Concluded

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
(xii) <i>For misconduct.....</i>	Officer Commanding a Command	C.O.	Application, accompanied by conduct sheet (or copy) and copies of civil convictions, to be made to the officer commanding a command who will authorize the discharge if he thinks it desirable to do so. It will be stated if the man is thought to have misconducted himself with a view to discharge. In case of conviction by a court-martial or by civil power, in consequence of which the discharge of the man is desirable, the application will be made as soon as the man is sent to prison. The discharge certificate confirmed from the date of despatch will be sent to the governor of the prison in which the man is confined.
(xiii) <i>Having been sentenced to be discharged with ignominy.</i>	C.O.	Discharge to be carried out and the discharge certificate sent to the governor of the prison. The discharge will be confirmed from the date of despatch.

INVALIDING

(xiv) (a) <i>Physically unfit for any form of military service.</i>	Officer Commanding a Command	C.O.	A medical board is the proper authority to pronounce that a soldier is physically unfit for further military service. Where the soldier concerned has completed 15 but less than 20 years qualifying service towards pension, the medical board must meet the requirements of Sec. 18 of the Militia Pension Act. See para. 373.
(b) <i>Physically unfit for military service under existing standards.</i>	C.O.	C.O.	A soldier who has not sufficient service to be eligible for pension and who is found to be physically unfit to re-engage will be dealt with under this heading. See para. 373.

FOR THE BENEFIT OF THE PUBLIC SERVICE

Cause of discharge	Officer competent to		Special Instructions
	Authorize discharge	Carry out and confirm discharge	
(xv) <i>For the purpose of being appointed to a commission or a cadetship.</i>	A.G.	C.O.	Discharges under this sub-para. will only be specially authorized from time to time as occasion arises.
(xvi) <i>His services being no longer required.</i>	A.G.	C.O.	Only applicable to a soldier who cannot be discharged under any other sub-para. (The application will give full particulars and the conduct sheets will be attached thereto), or a soldier who has been enlisted for a special purpose, such as an instructor, stenographer, clerk, etc., in which case the cause of discharge will read, "His services being no longer required as an instructor, stenographer, etc.," a boy whose conduct is unsatisfactory or who, from lack of application, is not likely to become efficient; a boy on attaining 18 years of age found to be below physical standard for the ranks. a soldier who is discharged owing to reductions in establishments. In such cases the cause of discharge should read "His services being no longer required on reduction of establishment".
(xvii) <i>Having reached the age limit for discharge.</i>	C.O.	C.O.	A soldier who is also medically unfit will be discharged under sub-para. (xiv) (a).
(xviii) <i>Having become unfit for his special duties.</i>	A.G.	C.O.	
(xix) <i>Having refused to carry out his agreement to be vaccinated or re-vaccinated, entered into on enlistment.</i>	C.O.	C.O.	Applies only to a recruit.

ON TERMINATION OF ENGAGEMENT, OR WITH A VIEW TO PENSION

(xx) <i>On termination of engagement....</i>	C.O.	C.O.	Applies to a soldier who has completed his engagement even though, during such engagement, he signified his willingness to re-engage through signing a re-engagement form (M.F.B. 340). The discharge should be confirmed for the day on which the soldier completes his engagement or as soon as possible thereafter.
(xxi) <i>Having completed years' service.</i>	A.G.	C.O.	Applicable to a soldier who is discharged to pension before completion of re-engagement.

Application for discharge in cases other than those specified in the preceding table will be submitted to Army Headquarters.

The confirmation of discharge will be completed by the signature of the officer competent to carry out and confirm discharge, on the Proceedings on Discharge (M.F.B. 218).

372. (b) An officer in charge of administration and an area commander are hereby empowered to exercise all the powers of an officer commanding a command to authorize discharges.
Amdt. (No. 108) 29th Sep., 1947.

373. When a soldier is considered by the medical officer in charge and the district medical officer to be unfit for service, the district medical officer will arrange for him to be examined by a medical board. If the man is pronounced unfit for further service the district officer commanding or commanding officer will authorize the discharge under para 372 (xiv) (a) or (b) as the case may be.

374. Every soldier upon discharge from the Permanent Force will be examined by a medical board. The proceedings of such boards will be retained on the National Defence Headquarters personal file of warrant officers (class I) and filed with the documents of warrant officers (class II), non-commissioned officers and men.

375. (a) Discharge by purchase during the first year of service will be conditional upon the refund by the applicant of any amount received by him for transportation to his place of enlistment.

(b) A separate return (M.F.B. 203) is to be sent by the commanding officer through the proper channels to National Defence Headquarters at the end of each month showing the regimental number, rank and name of each man so discharged during the month, the date of his discharge, the unexpired period of his engagement, and the amount paid therefor.

376. (a) A parchment certificate of discharge (M.F.B. 241) will be given to each soldier on discharge. The certificate free from erasure, will be signed by the officer carrying out the discharge and delivered, if possible, on the last day of the man's service. When this falls on Sunday, Christmas Day or Good Friday, the discharge should be confirmed for that day, but the man may receive his certificate and be allowed to go away on the previous day.

(b) When the discharge of a soldier as medically unfit is attributable to wounds or injuries (however received) a brief statement of the nature of the wound or injury, and of the circumstances under which sustained, should be added to the cause of discharge in the certificate of discharge, but this should not be reflected in his character in testimonial form.

(c) The discharge certificate of a soldier of unsound mind (whose discharge is carried out under the provisions of paragraph 372 (xiv) (a) or (b)) may be issued to his next-of-kin on receipt of a written guarantee that the discharge certificate will be retained in safe custody and handed to the man in the event of his recovery. When discharge certificates are so issued they will be disposed of in the following order of relationship:—Wife, eldest surviving son, eldest surviving daughter, father, mother, eldest surviving brother, eldest surviving sister, eldest surviving half-brother, eldest surviving half-sister.

377. An officer who carries out the discharge of a soldier belonging to a corps not under his command will notify at once the cause and date of such discharge to the officer commanding or administering the corps to which the soldier belongs.

378. To prevent re-enlistment of a man discharged from the Permanent Force for misconduct, the confirming officer will (as soon as the man is discharged) transmit to all commanding officers and officers administering units of the Permanent Force, the name and description of the man so discharged.

379. Instructions regarding the disposal of the documents of a soldier after discharge are laid down in para. 1529.

Disposal of Soldiers on Discharge from Permanent Force

380. Instructions as to transportation to his home for a soldier on discharge will be found in the Pay and Allowance Regulations.

381. A soldier who, at the time of his discharge, is, on account of illness or disability, unable to proceed to his home will be retained in hospital and dealt with in accordance with the Pay and Allowance Regulations. In such a case the soldier's discharge will be carried out and Amdts. (No. 23) 9th Feb., 1941.

he must not be retained in hospital if he is fit to travel unless further remedial treatment is advised by the district medical officer, in which case monthly reports will be made for the information of National Defence Headquarters stating the reason necessitating such retention.

382. A soldier who, on discharge by reason of infirmity of mind or body, is transferred from one hospital to another, or handed over to the charge of the civil authorities, or to his friends, will be accompanied by an unarmed conducting party to be furnished on the application of the medical officer in charge. The soldier's commanding officer will apply to the district officer commanding for permission to detail a conducting party and will transmit a medical certificate stating the necessity for its employment and its strength.

Recording Conduct and Character of Soldier of Permanent Force

383. (a) The object of giving a soldier a character in testimonial form is to assist him to obtain civil employment when he leaves the service. This character should consist of a comprehensive statement of the salient points of the soldier's qualifications, and should be so worded that employers of labour can readily estimate the true worth of the man. The testimonial will be in the handwriting of the commanding officer of the unit and will be issued to the man free from erasure. (See para. 376.)

(b) The guiding principle, in examining a soldier's documents and in appraising his worth from personal experience, is to differentiate between his qualifications from the standpoint of the Permanent Force and his qualifications as an individual returning to civil life to seek employment. The testimonial should therefore contain any information which would show what qualifications a man possesses as regards civil employment.

(c) The value of a character in testimonial form depends in a great measure upon the manner in which such character is estimated. If a soldier who has been highly recommended is found to be untrustworthy or unsteady, the confidence of prospective employers will not be gained. Further, if a soldier's character has been assessed in terms higher than he deserves, injustice will be done to other men whose characters have been truly recorded.

(d) On the other hand, if, on account of comparatively trifling irregularities of a purely military nature, a soldier's testimonial is not worded in such a manner as to commend him to prospective employers, his subsequent career in civil life is injuriously affected to the detriment of the service. The responsibility, therefore, of a commanding officer in this respect is very great, and his special attention is directed to the subject.

384. (a) The character in testimonial form will be based upon the commanding officers' personal knowledge of the soldier, and upon information supplied by officers under whom the soldier has served and, after a careful study of the soldier's documents, from the records of the soldier's general or practical education and trade qualifications in the Permanent Force.

(b) When anything can truthfully be said in the soldier's favour in regard to trustworthiness, reliability, sobriety, tact, intelligence, power of command, total abstinence, non-smoking or proficiency in games, it will be stated, together with any other qualifications which might influence an employer of labour. Reference to the physical condition of a soldier or any adverse comment thereon will in no circumstances be embodied in the character in testimonial form.

(c) If the soldier has been employed during his service in any capacity that may be useful in assisting him to obtain employment in civil life it will be stated.

(d) In the case of a warrant officer or non-commissioned officer, the period of service in each rank may often usefully be stated.

385. (a) Since, for various reasons, it is desirable to have a uniform system of estimating a soldier's military character, a separate assessment of his military qualifications and conduct will be made by the officer commanding the unit in the following terms and entered on the Discharge Proceedings:—

- (i) Exemplary.
- (ii) Very good.
- (iii) Good.
- (iv) Fair.
- (v) Indifferent.
- (vi) Bad.
- (vii) Very bad.

(b) An exemplary character is the highest that can be given to any soldier, and is only to be awarded to a man whose period of service has enabled his conduct to be thoroughly tested. It will, therefore, be reserved for a soldier who has served at least three years.

(c) In assessing a soldier's character only such entries as are mentioned in the last sub-para. of para. 1524 and entries in the regimental conduct sheets will be taken into account.

(d) In the case of soldiers who had served as boys, entries which they may have incurred in their conduct sheets prior to attaining 18 years of age will not be taken into account in assessing military conduct and character in testimonial form.

386. A soldier will be ineligible for an exemplary character if—

- (i) during his service he has been sentenced by a civil court to penal servitude or imprisonment and has undergone such sentence.
- (ii) he has been sentenced by a court-martial to penal servitude or imprisonment.
- (iii) he has been sentenced by a court-martial to detention on conviction of an offence under any section of the Army Act, other than those enumerated in para. 459 or has had his trial for desertion or fraudulent enlistment dispensed with.
- (iv) he has been convicted of more than three offences of drunkenness during his total service, or—
 - (a) having served for 18 or more years he has been convicted of more than one offence of drunkenness during the last 6 years of his service.
 - (b) having served for at least 7 and less than 18 years he has been convicted of an offence of drunkenness during the last 6 years of his service.
 - (c) having served for 6, 5, 4 or 3 years he has been convicted of an offence of drunkenness subsequent to his first 10, 7, 4 or 3 months' service respectively.
- (v) he has under Section 183 (2) of the Army Act been reduced to a lower grade or to the ranks for an offence but not for inefficiency.—Provided that—
 - (a) as regards sub-para. (i), the Minister, having regard to the nature of the offence and sentence, may authorize the award of an "exemplary" character in cases where he considers subsequent conduct merits such consideration.
 - (b) as regards sub-para. (ii), should the sentence be one of imprisonment which was passed prior to the introduction of the punishment of detention, and was on account of a military offence, for which, in the opinion of the commanding officer of the unit, detention would now be awarded, the sentence of imprisonment may be regarded as one of detention for the purpose of assessing the soldier's character and the conditions of sub-para. (iii) will apply to the sentence as if it were one of detention.
 - (c) as regards sub-paras. (iii) and (v). Every occasion of destroying conduct sheets as is mentioned in sub-para. (c) of para. 1524 and every promotion to the rank of sergeant or higher, shall have the effect of annulling for the purpose of this

paragraph either 28 days of any previous sentence or sentences of detention, or any one dispensation of trial or any one reduction under Section 183 (2) of the Army Act. Every promotion to the rank of sergeant or higher rank shall have the effect of annulling for the purpose of this paragraph any one reduction to a lower grade or to the ranks by sentence of court-martial.

- (d) for the purpose of the annulment of a period of detention under this proviso, the period to be annulled will be that which has been longest recorded against the soldier.
- (e) for the purpose of this paragraph, the expressions "sentenced to" and "sentence" will refer to the actual sentence that remains after any mitigation, remission or commutation has been made. So soon as a sentence of detention, or a dispensation of trial, or a reduction, has been wholly annulled under the above proviso the same shall cease to be a disqualification for an exemplary character.

387. (a) Subject to the provisions of para. 386 the commanding officer is the sole judge as to whether a soldier should be awarded the assessment of "exemplary" for military conduct, and, even when the soldier is not ineligible under para. 386 above, the grant of an award of "exemplary" conduct is discretionary and not obligatory, and will be reserved for soldiers whose conduct has set a high example.

(b) If a soldier whose conduct is otherwise exemplary has not had sufficient service to make him eligible for the award of "exemplary," after the words "very good" in the assessment of military conduct the following words will be inserted: "qualified by his conduct to have received an award of 'exemplary' for military conduct, but ineligible because he has not completed 3 years' service."

(c) Similarly the award of "very good" for military conduct will not be withheld from a soldier on the grounds that he has not had sufficient service to merit such an award. For the purposes of the award of an assessment of "very good" for military conduct, as a general rule two years' service may be considered necessary to enable a soldier's conduct to be properly tested. In cases, however, where a soldier has less than two years' service, but otherwise merits the award of "very good," his military conduct should be qualified by the words:—

"during his months', or one year and months' service."

(d) The military character, as entered in the discharge proceedings and on the parchment Certificate of Discharge (M.F.B. 241), will not be entered in the character in testimonial form referred to in para. 384.

388. (a) In cases where a more favourable military character than "fair" cannot be awarded to a non-commissioned officer, the reasons will be briefly recorded on a separate paper, and forwarded with the soldier's discharge proceedings.

(b) The military character "bad" is not to be awarded to a non-commissioned officer or to a soldier in possession of a good conduct badge.

389. When a soldier is mentioned in despatches which have been gazetted, a note of the fact will be entered on his discharge certificate (M.F.B. 241), under "Medals, clasps, decorations and mentions in despatches."

390. (a) Only one Certificate on Discharge (M.F.B. 241) may be issued to a soldier on discharge.

(b) Should this certificate be destroyed or lost, a Certificate of Service (M.F.B. 241A) may, if circumstances so warrant, be supplied by the officer

i/c records concerned on application by the ex-soldier, supported by a statutory declaration setting forth the circumstances accompanying the loss.

(c) The Certificate of Service, if lost, will not be replaced.

Description and Measurement on Discharge

391. The description and measurement entered in the "Proceedings on Discharge," and the discharge certificate, should invariably be taken on the date upon which those documents are prepared.

Non-Permanent Active Militia

392. Discharges from units of the Non-Permanent Active Militia will simply be a record of service (M.F.B. 350 or M.F.B. 350a), and will not include reference to character, except in cases where men have grossly misbehaved, or have shown an utter lack of military qualities, when the discharge will be endorsed in red ink "has not proved himself a good soldier."

393. Discharges will be authorized and carried out by the commanding officer who is authorized to delegate such powers to company commanders with respect to the discharge of soldiers up to and including the rank of sergeant.

394. When a unit of the Non-Permanent Active Militia is embodied or mobilized for a period of three months or over, discharges will be carried out under the same procedure as that laid down for the Permanent Force.

395. Instructions regarding the disposal of the documents of a soldier after discharge are laid down in para. 1529.

396-404. Spare.

SECTION VIII.—DISCIPLINE, COURTS-MARTIAL, IMPRISONMENT, COURTS OF INQUIRY, BOARDS AND COMMITTEES

1.—DISCIPLINE

Responsibilities of Officers and other Ranks

405. A General Officer or Brigadier commanding a command will be responsible for the discipline of all the troops in his command.

406. An officer is at all times responsible for ensuring that good order and the rules and discipline of the service are maintained. He will afford the utmost aid and support to the commanding officer. It is his duty to notice, repress, and instantly report, any negligence or impropriety of conduct of warrant officers, non-commissioned officers and private soldiers whether on or off duty, and whether the offenders do or do not belong to his particular unit.

407. All schools of instruction, with their duly appointed commanding officers are, for every purpose of command and administration, independent of each other and directly under the General Officer or Brigadier commanding a command within whose command they are situated.

408. All personnel of the Non-Permanent Active Militia attached for instruction to schools of instruction will, for the purposes of discipline, be held to be on service, and be subject to the laws and regulations which, under the provisions of the Militia Act, apply to all such personnel so called out.

409. An officer commanding a school of instruction may remand to his unit an officer or soldier attached for instruction who, by his conduct or otherwise, is not likely to benefit the service by his retention at the school. Every such case will be reported to Army Headquarters, through the usual channels.

410. An officer commanding is responsible that all personnel under his command, to whom the same may be applicable, are notified of the provisions of The Official Secrets Act. (See Appendix IV.) A record that this has been done will be kept.

411. Officers will acquaint themselves with regulations and orders. Ignorance of published orders will not be admitted as an excuse for their non-observance. Soldiers will be held personally responsible that they make themselves acquainted with such orders as are published in accordance with para. 40 and such detail of duties as are posted in quarters as directed by para. 834.

412. A commanding officer is to use every effort to prevent crime and to suppress any tendency to screen its existence. For first offences, not of an aggravated character, admonition is the most suitable treatment. Other punishment should be resorted to only when admonition has failed to have effect.

413. Officers, warrant officers and non-commissioned officers will adopt towards subordinates such methods of command and treatment as will not only ensure respect for authority, but also foster the feelings of self-respect and personal honour essential to military efficiency. They will avoid intemperate language or an offensive manner.

414. An officer will not reprove a warrant officer or non-commissioned officer in the presence or hearing of private soldiers unless it is necessary for the purpose of making an example that the reproof be public.

415. (a) A commanding officer should impress upon all under his command the propriety of courtesy in intercourse with all ranks and classes of society, and should particularly caution them to pay deference and respect to the civil authorities.

(b) When in a civil court an officer or soldier, except when on duty under arms or as escort, will remove his headdress while the judge or magistrate is present.

Army Personnel Attached or Seconded to Naval or Air Force

416. (1) Upon an officer or soldier being posted to a ship or establishment of the Naval Forces of Canada or to station or unit of the Royal Canadian Air Force for the purpose of being attached or seconded to the Naval Forces of Canada or the Royal Canadian Air Force, he shall be so attached or seconded while he is serving with such ship, establishment, unit, or station pursuant to such posting.

(2) An officer or soldier attached or seconded to the Naval Forces of Canada or the Royal Canadian Air Force shall be subject to the law of the force to which he is attached or seconded and will have like powers of command and punishment over personnel of that force as if they were members thereof of relative rank.

Amdt. (No. 13) 9th Nov., 1939.

Amdt. (No. 97) 28th April, 1947.

Amdt. (No. 101) 23rd June, 1947.

Naval or Air Force Personnel Attached to Canadian Army

416A. (1) Officers and men of the Naval Forces of Canada and officers and airmen of the Royal Canadian Air Force who are attached to the Canadian Army shall be subject to military law and have like powers of command and punishment over personnel of the Canadian Army as if they were members thereof of relative rank

(2) If an officer or man of the Naval Forces of Canada or an officer or airman of the Royal Canadian Air Force who is attached to the Canadian Army is convicted of an offence under military law he may, in the discretion of the court or authority by which he is tried, be awarded such punishment as is provided for that offence under military law or by the law of the force to which he belongs. Provided that in respect of an officer or man of the Naval Forces of Canada or an officer or airman of the Royal Canadian Air Force upon whom under military law a sentence has been passed which is not required to be confirmed by the Governor in Council and which sentence involves the termination of his service in the force of which he is a member such sentence shall not be carried into effect except to the extent to which it has been approved by the Chief of the Naval Staff or the Chief of the Air Staff as the case may be or such naval or air force authority as each may respectively designate for that purpose. The provisions of Section 179A of the Army Act shall not apply to personnel who are so attached.

Redress of Grievances

417. (a) The manner in which an officer or soldier should proceed to obtain redress for any grievance under which he conceives himself to be suffering is prescribed in sections 42 and 43 of the Army Act and the notes thereto in the Manual of Military Law. An officer or soldier may also make any complaint to an inspecting officer as laid down in para 73.

(b) If the complaining soldier does not receive from the officer commanding the command the redress to which he considers himself entitled, he may complain in writing direct to the Adjutant-General who shall examine and deal with the complaint, and (if so required by the soldier) make a report to the Minister.

(c) The above methods of complaint alone will be recognized, and an officer or soldier is forbidden to use any other method of obtaining redress for a grievance, real or supposed. When complaints are advanced by a soldier they will be fully and distinctly stated, and such explanations will be annexed as may be necessary, with a view to their being duly investigated and adjusted as soon as practicable.

(d) Anonymous complaints, and the publication through the medium of the press of anything calculated to act injuriously in the interest of the service, or to excite discontent in the Militia, are strictly prohibited.

418. (a) An officer commanding a company, etc., will, before an inspection by an inspecting officer, ascertain whether any officer or soldier desires to bring any grievance to the notice of such inspecting officer. All grievances will be investigated and settled, if possible, by the commanding officer.

(b) Any grievance which the commanding officer is unable to settle will be included in a tabulated return prepared for the information and use of the inspecting officer. Such return will contain the following headings:—

- (i) Name of officer or number, rank and name of soldier.
- (ii) Subject of grievance.
- (iii) Remarks by inspecting officer.

419. Everything in the nature of combination to obtain redress of grievances is strictly forbidden among individuals composing a military force. Each individual must speak for himself alone. Appeals for redress by "round robins" or by means of any document bearing the signature of more than one complainant are strictly forbidden.

Acquaintance with portions of Army Act

420. (a) Officers commanding units will ensure that every soldier is acquainted with the purport of Sections 4 to 44 of the Army Act.

(b) The provisions of these sections will, from time to time, be explained to soldiers, and particularly to recruits on first joining, so as to preclude the possibility of ignorance on their part of the additional offences and punishments to which a person renders himself liable by becoming subject to military law.

(c) In addition to complying with the above instructions, officers commanding units will ensure that the following notice is read out on parade to the troops under their command once in every three months:—

"Under the existing law, any person who shall maliciously and adversely endeavour to seduce any person or persons serving in His Majesty's forces by sea, land or air from his or their duty and allegiance to His Majesty, or to incite or stir up any person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being convicted of such offence, be sentenced to imprisonment for life."

Praise or Censure of Superiors; Testimonials, etc.

421. (a) Deliberations or discussions by officers or soldiers with the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in His Majesty's service, are prohibited. The publication of laudatory orders regarding an officer quitting a station or relinquishing an appointment is forbidden. A commanding officer is to refuse to allow subscriptions for testimonials in any shape to a superior on quitting the service, or on being removed from his corps. Every officer will be held responsible should he allow himself to be complimented by officers or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, etc., or by any collective expression of their opinion.

(b) Officers and soldiers are forbidden to accept presents in money from public bodies or private individuals in recognition of services rendered in the performance of their duty.

422. An officer or soldier is forbidden to forward testimonials relating to his services or character, with any application he may make to superior authority. In the event of an officer wishing that the opinions of officers under whom he has served should be brought to notice he will submit their names, so that if necessary they may be referred to.

Interviews at Army Headquarters

423. (a) An officer or soldier is forbidden to write private letters to officials at Army Headquarters, on official personal matters.

(b) Attempts to obtain favourable consideration of any application by the use of outside influence are forbidden, and, if resorted to, will be regarded as an admission on the part of the applicant that the case is not good on its merits, and it will be dealt with accordingly.

(c) When an interview is asked for, or a letter written on behalf of an officer by any person other than himself, such application will be deemed to have been made at his suggestion, unless he can show to the satisfaction of the authorities that he has no knowledge, directly or indirectly, of such application.

Character and Conduct of Officers, etc.

424. Every officer, whose character or conduct as an officer and gentleman has been impugned must submit the case within a reasonable time to his commanding officer, or other competent military authority, for investigation. Pending the investigation an officer may be suspended from duty, in which case he will be placed under same restrictions as an officer in open arrest, but will be shown as effective on the first day of each month, while so situated, and may be permitted to wear plain clothes.

425. Deleted.

Dealings with Contractors; Civil Employment and Directorships in Companies

426. (a) An officer or soldier of the Canadian Army shall not:—

(i) have any private dealing with contractors, their agents or employees, whether on an honorary basis or otherwise, that may lay him open to suspicion of being influenced in the discharge of his duty by other than purely public considerations;

(ii) give private testimonials to contractors concerning the use of their wares in the Canadian Army, and shall ensure that his correspondence with contractors contains nothing that is usable by the contractor as a testimonial; or

(iii) derive, by virtue of his status as a member of the Canadian Army, any pecuniary benefit or personal advantage from any Department of National Defence contract or any contract made on behalf or for the benefit of the Department of National Defence.

(b) An officer or soldier on continuous general service shall not authorize the use of his name or photograph in connection with any commercial product, except insofar as his name may be part of a firm name.

Amdt. (No. 115) 26 Jan. 48.

Amdt. (No. 123) 26 Apr. 48.

- (c) An officer or soldier shall not, without the consent of the Minister, accept a gift or reward or favour from:—
- (i) any foreign sovereign, state or functionary;
 - (ii) any person in respect of any act or omission on the part of, or dealt with, by such officer or soldier in any way relating to or arising out of his military employment.
- (d) An officer on the retired list on re-entering the Active Force shall disclose to Army Headquarters particulars of his interest in companies or firms to which contracts are granted by, or on behalf, or for the benefit of the Department of National Defence and shall not while a member of the Active Force acquire any further shares or interest in such companies or firms without the approval of Army Headquarters.
- 427.** (a) Subject to (b) of this paragraph, an officer or soldier on continuous general service shall not engage in any civil employment or undertaking which in the opinion of his commanding officer is continuous or interferes or is likely to interfere with the due performance of his military duties, or reflects or is likely to reflect discredit upon the Canadian Army.
- (b) Except that he shall not engage in any civil employment or undertaking which reflects or is likely to reflect discredit upon the Canadian Army, the provisions of sub-paragraph (a) shall not apply to any officer or soldier during leave immediately preceding retirement or discharge or transfer to the Supplementary Reserve, or on leave without pay.
- (c) Subject to (d) of this paragraph, an officer or soldier on continuous general service shall not serve as a director of any company, unless:—
- (i) the company is a private one;
 - (ii) stock of the company is neither sold nor quoted on the open market;
 - (iii) the approval of the appropriate authority at Army Headquarters is obtained.
- (d) When the Canadian Army is on active service an officer or soldier of the Reserve Force or the Supplementary Reserve, or an officer or soldier appointed to or enlisted in, or re-appointed to or re-enlisted in the Active Force for the duration of the emergency only, may retain any directorships he held prior to being placed on active service.

Political and Non-Military Activities

428. No meetings, demonstrations or processions for party or political purposes are permitted to be held in barracks, quarters or camps. Meetings may be held in barracks, quarters or camps for the purpose of hearing addresses on questions of public interest, provided that such addresses are not of a party or political nature, but no such meetings or addresses are permitted to be held or given during the course of any election campaign, or during the period between the date of the issue of writs of election and the election in respect of which such writs are issued.

429. An officer or soldier of the Permanent Active Militia is forbidden to act as an agent or scrutineer for, or on behalf of, a candidate at a dominion, provincial or municipal election, or to engage in partizan work in connection with any such election. He will not deal in any way with money belonging to any party funds, nor will he contribute to or receive money therefrom. Provided that it shall not be deemed engaging in partizan work to attend but not take part in party or political meetings held elsewhere than in barracks, quarters or camps.

Amdt. (No. 115) 26 Jan, 48.

430. No member of the Active Militia is permitted, without the express sanction of the Minister, to take official cognizance of any private association the organization of which purports to be of a military character or to be intended to meet military requirements, but which is not recognized by the Minister as forming part of the Militia or of the educational or training establishments supplementary thereto.

431. (a) An officer or soldier shall not be allowed to give displays of horsemanship, boxing or gymnastics at local fetes or exhibitions or on the stage, without the previous sanction of his commanding officer.

(b) Military parties are not to give public displays at such places unless the sanction of Army Headquarters has previously been obtained, and unless they are under the command of an officer who must be present throughout the performance.

Communication of Military Information

432. An officer or soldier is forbidden to communicate any military information which might directly or indirectly assist an enemy, to any person other than a person to whom he is authorized to communicate it, or a person to whom it is, in the interests of the State, his duty to communicate such information.

Permission Required to Publish Writing or Delivery Address Relating to Service Matters

433. (a) An officer or soldier of the Canadian Army Active Force shall not publish any writing whether purporting to be fiction or fact, or deliver any lecture, address, or broadcast talk in any way dealing with

(i) Naval, Military or Air Force subjects, or

(ii) Subjects of a controversial nature affecting other departments of the public service or pertaining to public policy, unless permission is first obtained in accordance with **(b)** of this paragraph.

(b) An officer other than a commanding officer or a soldier shall, when requesting permission, submit the writing proposed to be published, or the material of the proposed lecture, address, or broadcast talk, to his commanding officer. If the commanding officer is of the rank of lieutenant-colonel or above, he may approve the request. If the commanding officer is below the rank of lieutenant-colonel, he shall forward the request for consideration to the next higher authority of the rank of lieutenant-colonel or above.

(c) Where the commanding officer himself proposes to do any of the things specified in **(a)** above, he shall first refer the matter to the officer commanding the command for approval.

(d) When the material to be published or delivered concerns a subject on which the approving authority does not consider himself competent to rule, he shall forward it for consideration to the next higher authority.

(e) Any permission granted to publish a writing or to deliver a lecture, address, or broadcast talk, does not convey official endorsement of its contents and the officer or man shall not include in it any statement tending to imply official approval or endorsement nor shall he refer in any way to the permission granted.

(f) An officer or soldier appointed for public relations duties shall not accept remuneration from sources outside the Canadian Army for any writing, lecture, address, or broadcast talk, relating in any way to naval, military or air force subjects.

Amdt. (No. 13) 9 Nov, 39.

Amdt. (No. 106) 2 Sep, 47.

434. Any communications affecting the Militia generally, or any arm or service thereof which it may be considered desirable to make to the press will be made by Army Headquarters. In commands, communications to the press may only be made when they solely affect the command concerned, and in this case they will be made through command headquarters; all applications of press representatives will be referred to an authorized staff officer.

435. (a) Commanding officers are expected to ensure that a high standard is maintained in the general tone of regimental journals, magazines and newspapers published by or under the auspices of their units; they will be held responsible for all material published therein.

(b) One copy of each regimental journal, magazine or newspaper published will be forwarded through the usual channels to Army Headquarters immediately following the day of publication.

436. Official reports or correspondence, or copies thereof, will not be furnished to any person not officially entitled to receive them, without the special sanction of superior military authority empowered to grant the same.

437. An officer or soldier of the Permanent Active Militia is forbidden, without the sanction of the Adjutant-General, to assist private tutors or tutorial establishments in preparing candidates for examination in military subjects.

438. (a) An officer or soldier is forbidden to accept invitations to appear as an expert witness in private lawsuits for the purpose of giving evidence on matters of which he has acquired knowledge in the course of, and in connection with, his official duties.

(b) Any officer or soldier who receives an invitation should reply that he is precluded by regulations from giving such evidence. If, however, after replying in these terms, he is subpoenaed to appear as an expert witness he should report the matter to his commanding officer, who will refer it at once through the usual channels to Army Headquarters when instructions will be issued as to the further action to be taken.

Debts and Bankruptcy

438A. (a) While private debts of officers and soldiers are the responsibility of the individual concerned, failure on the part of an officer or soldier to settle his debts reflects discredit not only upon himself but upon the Canadian Army.

(b) Every complaint received from a creditor that an officer or soldier has neglected to pay his debts shall be investigated and, if the complaint is substantiated, the officer or soldier shall be given a period of three months in which to make satisfactory arrangements to pay the debts.

(c) If at the end of the three month period the officer or soldier is unable to show that he has made satisfactory arrangements to pay the debts, the commanding officer shall report the case to Army Headquarters for direction as to any further action to be taken.

438B. An officer or a soldier against whom an order in bankruptcy has been made, or who has voluntarily filed a petition in bankruptcy, shall report the fact immediately to Army Headquarters.

General

439. The definition* of "commanding officer" in the Rules of Procedure applies to that expression in Sections 45, 46, 49, 50, 133, 181 (6), 182, 183 and 184 of the Army Act. Normally the expression is not applicable to the officers mentioned in paras. 191 and 192. When, however, such officers are placed in command of an isolated detachment they come within that expression and can exercise powers of punishment in accordance with and subject to the conditions set out in para. 475. In the portions of the Army Act not above mentioned the expression "commanding officer" is not limited to the "commanding officer" as defined by the Rules of Procedure.

* Extract from R.P. 129. "The expression 'commanding officer' as used in the sections of the Army Act relating to 'Courts-martial,' and to the 'Power of Commanding Officer,' and in the provisions consequential thereon, and in these Rules, means, in relation to any person, the officer whose duty it is, under the provisions of the King's Regulations for the Army, or, in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority.

"It also, so far as relates to the summary award of any punishments for offences, being punishments which under the provisions of the King's Regulations for the Army an officer commanding a squadron, company, troop, or battery, is authorized to award, and so far as relates to a summary finding in a case of absence without leave, includes the officer commanding a squadron, company, troop, or battery."

440. All gambling in garrisons, camps, barracks or cantonments is forbidden. This includes bookmaking or acting as agent for a book-maker.

441. No officer or soldier shall bring into barracks for his personal consumption any wine or spirituous or malt liquor; provided, however, that the same may be brought in for consumption in his own quarters by an officer or soldier who is married and living with his family in such quarters.

442. In every unit there shall be an order directing that a soldier who is suffering from venereal disease is to report himself sick without delay. This order will be brought to the attention of all personnel of the unit at intervals not exceeding three months, care being taken that it is specially brought to the notice of all recruits on joining. Concealment of venereal disease will be dealt with under Section 11 of the Army Act, and not under Section 18 (3) or 40.

443. Should an officer or soldier become involved in legal proceedings pertaining to matters arising out of the performance of his official duties, the case, with all relevant information, will be at once reported to Army Headquarters, with such recommendations as to official intervention as the reporting officer may see fit to make. Unless the circumstances so require, the officer or soldier concerned should not on his own initiative retain counsel to act for him until the matter has been considered by Army Headquarters and a decision reached.

444. (a) Provost marshals shall be appointed when occasion requires in accordance with such regulations as may be issued.

(b) Army provost marshals may exercise the powers of officers in charge naval shore patrols and air force provost officers in relation to persons subject to The Naval Service Act, 1944 and The Royal Canadian Air Force Act, as if the army provost marshals were officers in charge naval shore patrols and air force provost officers, as the case may be.

(c) Officers in charge naval shore patrols and air force provost officers may exercise the powers of army provost marshals in relation to persons subject to the Militia Act, as if the officers in charge naval shore patrols and air force provost officers were army provost marshals.

(d) In this paragraph the term "Officers in charge naval shore patrols", "army provost marshals", and "air force provost officers" include their assistants and any officer, seaman, soldier, or airman, as the case may be, exercising authority under them or on their behalf.

Arrest and Military Custody

445. (a) Under Section 45 of the Army Act any person subject to military law when charged with an offence punishable under the Army Act may be taken into military custody, which means that the offender is placed under arrest.

(b) Arrest is either close arrest or open arrest. When arrest is not described by the authority ordering it as open arrest it means close arrest.

446. (a) The power of an officer, warrant officer or non-commissioned officer to place an offender in military custody is defined in Section 45 (3) of the Army Act.

(b) An officer or warrant officer may be placed under arrest by a competent authority when charged with an offence, but he will not ordinarily be placed under arrest by an authority other than his Commanding Officer unless the needs of discipline so require, nor will he be kept under arrest unless his Commanding Officer is satisfied, on investigation, that it will be necessary to proceed with the case and to report it to superior authority (see para. 450).

(c) A non-commissioned officer may be placed under arrest by a competent authority when charged with a serious offence. If, however, the offence alleged appears not to be serious, it should be investigated and disposed of without previous arrest.

(d) A private soldier charged with a serious offence will be placed under arrest on the commission or discovery of the offence. He will not be placed under close arrest unless confinement is necessary to ensure his safe custody or for the maintenance of discipline.

If the offence alleged is not of a serious nature, the offender should not normally be placed under arrest, but should be informed of the charge and ordered to attend at orderly room at a specified time.

(e) A private soldier who disobeys an order distinctly given, or resists the authority of an officer, warrant officer or non-commissioned officer, will be placed under close arrest forthwith.

(f) When a soldier confesses to desertion or to having committed an offence in relation to enlistment, and the investigation cannot immediately be completed, he may be released without prejudice to re-arrest. If at the time of the confession, or subsequently he is charged with any other offence, the investigation and trial may proceed for that offence independently of the confession.

(g) When a warrant officer or non-commissioned officer (other than a member of the Provost Staff, who will act according to circumstances) has occasion to place a soldier under close arrest, he will obtain the assistance of one or more private soldiers to conduct the offender to the guard room and will avoid coming into personal contact with him, unless it is essential to obviate the escape of an offender in a serious case.

(h) Except in cases of personal violence, or when on detached duties, a lance-corporal or lance-bombardier with less than four years' service will not place a private soldier under close arrest, but will report the offence to the orderly sergeant, who will act as the circumstances require.

(i) When an accused person is remanded for further investigation, or for trial by court-martial (whether upon his own election or not), the question of arrest is a matter for the discretion of the commanding officer, and it is always his duty to decide whether, having regard to all the circumstances, open or close arrest will best meet the case or whether the accused may be released without prejudice to re-arrest until trial or further orders (see also paras. 463 and 464). The commanding officer will also use his discretion to change the form of arrest from time to time according to the circumstances.

(j) After trial by court-martial an accused person will, except as provided in para. 567, be kept in close arrest until the proceedings are promulgated.

Arrest in Cases of Drunkenness

447. (a) A private soldier who is drunk will be placed under close arrest alone, if possible, in a guard detention room. He may be deprived of his boots except when the weather is cold and he is likely to suffer in consequence. He will be visited, and his condition ascertained at least every two hours by a non-commissioned officer of the guard and an escort. Should any symptoms of serious illness be observed, a medical officer will be sent for forthwith.

(b) A soldier suspected of being drunk will not be put through any drill or test for the purpose of ascertaining his condition.

(c) A soldier charged with drunkenness will not be brought before an officer for investigation of the charge until he is sober. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

Delivery of Charge

448. (a) Attention is directed to Section 45 (4) of the Army Act under which it is the duty of an officer, warrant officer or non-commissioned officer, who commits any person into military custody, to deliver at the time or as soon as practicable, and always within twenty-four hours, to the officer or other person in whose custody he may be, an account in writing signed by himself of the offence with which the person so committed is charged.

(b) If this account in writing, i.e., the charge report (M.F.B. 264), is not delivered at the time, a verbal report giving the nature of the charge will be made. If the charge report is not received within twenty-four hours, the commander of the guard will take steps to procure it. A report that the charge report was not received within twenty-four hours will be made to the officer to whom his guard report is furnished, who, if the charge report or other evidence sufficient to justify the continued arrest is not forthcoming, will at the expiration of forty-eight hours from the time of committal, order the release of the person in custody (without prejudice to his re-arrest).

(c) The number, rank, name and offence of every person received into close arrest, and the rank and name of the person by whom he is charged, will be entered by the commander of the guard in his guard report, and the original charge report, or a copy thereof, will be forwarded to the commanding officer of the person in custody.

(d) The commander of the guard will upon the request of any person received into custody inform him of the rank and name of the person preferring charges against him or ordering his arrest, and give to him a copy of the charge report as soon as he himself receives it.

Expedition in Disposal of Case

449. (a) When an officer or soldier is in custody his case will be disposed of at the earliest possible moment. Attention is directed to Section 45 (1) and (5), Army Act, and Rules of Procedure 1, 2, 5 (B) and 17 (C). The prescribed report mentioned in Section 45 (1), Army Act,

and in Rule of Procedure 1, will be made when the person in custody is a patient in hospital, or the case is not proceeded with for any other cause. On the receipt of every such report, the officer to whom application for trial will be submitted will satisfy himself as to the necessity for the officer's or soldier's continuance in custody.

(b) Under Section 21 (1) of the Army Act, serious liability is incurred by an officer who causes any person to be detained in custody for an unnecessarily long period without investigating the case or taking steps to bring him to trial.

(c) See also para. 973.

Officers and Warrant Officers Under Arrest

450. (a) When an officer or warrant officer is placed under arrest the commanding officer, unless he dismisses the case, will report the matter without delay to the district officer commanding or other senior officer under whose command the unit may be. The commanding officer will also advise the district paymaster through the proper channel whenever an officer is placed under or released from arrest.

(b) An officer or warrant officer when under arrest will not wear sash, sword, belt or spurs.

(c) An officer or warrant officer under close arrest will be placed under the charge of an escort consisting of another officer or warrant officer of the same rank, if possible, and will not leave his quarters or tent except to take such exercise under supervision as the medical officer considers necessary. An officer or warrant officer may, however, if circumstances so require, be placed for custody under the charge of a guard, picquet, patrol, sentry or provost-marshal.

(d) An officer or warrant officer under open arrest may take exercise at stated periods and within stated limits, which will usually be the precincts of the barracks or camp of his unit; these limits may be enlarged at the discretion of the officer commanding on the spot. He will not use his own or any other mess premises. He will not appear in any place of amusement or entertainment or at public assemblies. He will not appear outside his quarters or tent dressed otherwise than in uniform.

(e) Whenever possible, the sanction of the highest authority to whom the case may have been referred should be obtained before an officer or warrant officer is released from arrest.

(f) An officer or warrant officer has no right to claim trial by court-martial, except in the circumstances mentioned in Section 47 (3) of the Army Act, or to claim a court of inquiry.

Non-Commissioned Officers and Private Soldiers Under Arrest

451. (a) So far as is applicable para. 450 (b) and (c) will apply to a non-commissioned officer under close arrest.

(b) A private soldier on being placed under close arrest will be placed in confinement under charge of a guard, picquet, patrol, sentry or provost-marshal, and will be searched and deprived of knives or other weapons. The accommodation usually available in barracks for the temporary confinement of soldiers under close arrest is the guard detention room attached to a guard room, and similar smaller rooms for the confinement of those who are to be kept apart.

(c) A soldier under close arrest awaiting trial by court-martial and after court-martial, up to the time of promulgation of his sentence, will be allowed his bedding. A soldier under close arrest pending investigation will be allowed the use of bedding if the period of his arrest exceeds two days. In severe weather a soldier under close arrest may be allowed such bedding as is necessary for the preservation of his health. A soldier under close arrest will take sufficient exercise under supervision.

(d) The keys of the guard detention room will be kept in charge of the commander of the guard.

(e) A soldier under open arrest will not quit barracks (except on duty or with special permission) until his case has been disposed of, and is forbidden to enter a liquor bar, or, if a non-commissioned officer, the sergeants' mess or the corporals' room. A non-commissioned officer under open arrest may take exercise under the same conditions as an officer or warrant officer under open arrest.

(f) A soldier in military custody may, by an order signed by his commanding officer on form Q (see Appendix III, Rules of Procedure), be committed for temporary detention, not exceeding seven days, to any prison, police station, lock-up or other place of confinement in which he may legally be confined. This order may be made at any time in case of necessity.

Performance of Duties while under Arrest

452. (a) An officer or warrant officer under arrest will not perform any duty other than personal routine duties and such duties as may be necessary to relieve him from the charge of any cash, equipment, stores, accounts or office of which he may have charge or for which he may be responsible.

(b) Except on active service a non-commissioned officer under arrest or a private soldier under close arrest will not be required to perform any duty other than personal routine duties, such, for instance, as may be necessary to keep clean his quarters, person and belongings; also the duties necessary to relieve him from the charge of any cash, equipment, stores, accounts or office of which he may have charge or for which he may be responsible. He will not bear arms except in an emergency by order of his commanding officer, or on the line of march, or when proceeding to a detention barrack, or in a detention barrack by order of the commandant for purposes of instruction, exercise or practice. On active service he may be ordered to bear arms, attend parades and perform all such duties as may be required of him.

(c) A private soldier under open arrest will attend parades and may be ordered to perform all duties.

(d) Care will be taken to ensure that a soldier under arrest is called upon to perform no duties in addition to those performed by soldiers who are not under arrest or undergoing punishment.

(e) If by error, or in an emergency, an officer, warrant officer or non-commissioned officer under arrest or a soldier under close arrest has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for the offence for which he is under arrest.

Identification

453. (a) Except as provided in para. 504, when circumstances render the identification of an alleged offender necessary, the identification should, as a rule, be carried out in the presence of an officer.

(b) When an identification is necessary, care must be taken that other soldiers of the same rank and dressed similarly to the alleged offender are present with him during the process of identification.

Investigation of Charges

454. (a) The investigation of charges will be carried out in the manner prescribed in the Rules of Procedure. Every officer who does not summarily dispose of a charge which he investigates will carefully avoid any expression of opinion as to the guilt or innocence of the person charged.

(b) Every charge against a soldier will be investigated without delay in his presence. Soldiers of the Permanent Force in arrest are to be disposed of daily (Sundays, Good Friday, and Christmas Day excepted), and, when practicable, in the morning before the principal parade.

(c) Every charge against a soldier will be investigated in the first instance by the company, etc., commander, at his company, etc., orderly room, which is to be held at such an hour as will allow of a soldier reserved for disposal by the commanding officer being ready to go before him at the appointed time.

(d) A commanding officer is authorized to grant a large measure of discretionary power to company, etc., commanders to dispose of any offence with which he himself may deal under para. 459 provided that the limits laid down in para. 477 for company, etc., commanders are not exceeded.

455. A soldier in arrest will be deprived of his cap and of any articles he can use as missiles, during the investigation of charges and during his trial.

456. (a) Charges will be entered as follows:—

(i) For offences of non-commissioned officers and men confined in the guard-room, or of non-commissioned officers and men reserved for disposal by the commanding officer, in the guard report, by the commander of the guard, or, where there is no guard, by the non-commissioned officer responsible for the custody of the soldiers in close arrest.

(ii) For offences of non-commissioned officers and men not confined in the guard-room, M.F.B. 224, under the orders of the company, etc., commander.

(b) If a charge against a non-commissioned officer or man, for which he has not been in close arrest, is reserved by the company, etc., commander for the commanding officer's award, the former officer will send the charge (M.F.B. 264) for entry in the guard report, before the hour fixed for the disposal of soldiers in arrest by the commanding officer. If, on the other hand, a charge for which a non-commissioned officer or man has been in close arrest is disposed of by the company, etc., commander, that officer will report the fact to the orderly-room, and the entry "disposed of on M.F.B. 224" will be made in the punishment column of the guard report.

(c) A company, etc., commander, who has reserved a case for the award of the commanding officer, will always attend with the company, etc., conduct book, when the soldier is brought before the commanding officer.

(d) If a soldier is remanded for further inquiry, his case will be brought under review daily, and the order for remand will be entered daily in the guard report, or M.F.B. 224, by the investigating officer.

457. (a) M.F.B. 224 for recording the awards of company, etc., commanders will be retained in the orderly room, and will be obtained therefrom by the commander concerned whenever necessary for the disposal of offences. After completing the last three columns in each case disposed of, the company, etc., commander will return the form to the orderly room in order that particulars may be available for inclusion in Part II Orders for the day, if necessary.

(b) On the last day of the week, the company, etc., commander will obtain and sign the form, whether blank or otherwise, and it will then be attached to the guard report for that day.

458. The authority having power to deal summarily with a case against an officer or warrant officer under the provisions of Section 47 of the Army Act should exercise this power only when the charge is laid

under the following sections of the Army Act:—6 (except on active service); 8(2) (threatening or insubordinate language only) except on active service; 9(2), except on active service; 10, 11, 14, 15, 18(1) (3), 19, 20 (except when the act is wilful), 21, 22, 26, 28(1), 30(3), 31(2) (4), 34, 39 and 40.

459. A commanding officer has no power to punish a warrant officer. He may, without reference to superior authority, dispose summarily of, a charge for an offence committed by a non-commissioned officer or soldier under the following sections of the Army Act: 6, except on active service; 8(2) (threatening or insubordinate language only); 9(2), 10 (except subsection (1)), 11, 14, 15, 18(1) (3), 19, 20 (except when the act is wilful) 21, 22, 24, 27(4), 33 (except cases of enlisting from army reserve), 34, and 40. First and less serious offences under the above sections, and minor neglects or omissions, not resulting from deliberate disregard of authority or not associated with graver offences, should, as a rule, be dealt with summarily. A charge for any other offence which the commanding officer desires to dispose of summarily, will be referred to superior authority in a letter stating the circumstances of the case, and accompanied by the soldier's conduct sheets. The commanding officer may refer a charge for any offence to superior authority with an application for a district court-martial.

460. Before proceeding with a case it is the duty of the commanding officer to ascertain that the soldier is liable to be proceeded against, having regard to the limitations of time prescribed by the Army Act. For the purposes of exemption from trial under Section 161 of the Army Act, a soldier will be considered as having served in an exemplary manner, if, at any time during his service since his fraudulent enlistment, he has had no entry in his regimental conduct sheet for a continuous period of three years.

461. (a) When proposing to deal with a case summarily a commanding officer will satisfy himself that the evidence produced before him is sufficient to disclose the exact nature of the offence. If he is not so satisfied, he should remand the case for further inquiries so that the offence as entered in the guard report may be substantially the charge upon which the accused would be arraigned in the event of his electing to be tried by a district court-martial under the provisions of Section 46(8) of the Army Act.

(b) When once an accused has elected to be tried upon the charge as read out to him from the guard report, it should under no circumstances be added to or increased in gravity, unless facts subsequently appear which disclose a more grave offence or offences. These facts must be set out fully when application is made for the reconvening of the court-martial.

462. Except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful whether the evidence will lead to a conviction. In such a case the charge should ordinarily be dismissed, under the provisions of Section 46 of the Army Act.

463. If, on the investigation of a charge, sufficient evidence is not forthcoming as to whether the accused has, or has not, committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest, and ordered to do duty without prejudice to his re-arrest when further evidence is forthcoming and the matter can be further inquired into. If, however, the offence is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the case should be dismissed.

Amdt. (No. 25)

464. (a) When a soldier elects to be tried by a district court-martial, under the provisions of Section 46 (8) of the Army Act, his commanding officer may, if he thinks the circumstances of the case warrant it, release the accused from arrest pending trial.

(b) A soldier who has elected to be tried by district court-martial shall, on the following day, be given an opportunity of reconsidering such decision, unless there are reasons against such a course.

465. If, when a soldier is charged with one offence, another, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, the charge for the other offence being dealt with as prescribed in para. 463.

466. When a soldier already under sentence of court-martial is charged with an offence for which it is necessary to arraign him before a court-martial, the trial should take place at once.

467. Spare.

Summary and Minor Punishments

Officers and Warrant Officers

468. When an officer, who has power under Section 47 of the Army Act, to dispose summarily of a case against an officer, decides to award—

- (i) forfeiture of seniority of rank; or
 - (ii) forfeiture of service for the purposes of promotion where an officer's promotion depends upon length of service;
- the forfeiture in either case should not exceed 12 months' seniority or service as the case may be.

468A. (1) Where an officer or warrant officer has been awarded a summary punishment under section 47(2) of the Army Act, a statement to the effect that Rule of Procedure 9 has been complied with together with a copy of the summary of evidence or abstract of evidence, the charge sheet and the conduct sheet will be forwarded to Army Headquarters without delay.

(2) Where the officer or warrant officer has consented in writing, after reading a summary or abstract of evidence, to the case being dealt with summarily without oral hearing of the evidence, a certified true copy of the written consent will be forwarded to Army Headquarters together with the documents referred to in sub-paragraph (1).

(3) When any punishment awarded to an officer or warrant officer under section 47 of the Army Act has subsequently been cancelled, varied or remitted by a superior officer under Rule of Procedure 10, a notification to this effect will be forwarded to Army Headquarters.

469. When an officer has power under Section 47 of the Army Act to dispose summarily of a case against an officer or warrant officer of the Royal Canadian Air Force seconded, lent or attached to the Permanent Force, he will not, in the case of an officer, award the punishments of forfeiture of seniority of rank in the Royal Canadian Air Force or of service for promotion in that force, or, in the case of a warrant officer, forfeiture of seniority of rank in that force.

Non-Commissioned Officers

470. (a) A commanding officer may, subject to the right of the non-commissioned officer to elect, previous to the award, to be tried by district court-martial, award any deduction from the ordinary pay of a non-commissioned officer allowed to be made by a commanding officer under Articles 64(2) and 72(7) of the Pay and Allowance Regulations.*

(b) A commanding officer may also inflict on a non-commissioned officer the following minor punishments, the non-commissioned officer having no right to claim trial by court-martial:—

- (i) Reprimand or severe reprimand.
- (ii) Admonition.

471. A non-commissioned officer, including an acting non-commissioned officer, will not be subject to punishments by his commanding officer, except as specially laid down in para. 470, or punished by being placed in any lower position on the list of his rank. Any non-commissioned officer or man holding any appointment or acting rank or lance

* Deductions will be awarded as "stoppages" of the specific amount assessed for the loss or damage and will not be awarded as "forfeitures" or stoppages of pay for any number of days.

appointment may be ordered by a commanding officer to revert to the permanent rank that he was holding at the time of appointment to acting rank, or revert to any intermediate acting rank or lance appointment, but will not be awarded for the same offence any other punishment in addition.

Private Soldiers

472. (a) A commanding officer may, subject to the soldier's right to elect, previous to the award, to be tried by district court-martial, inflict on a private soldier the following summary punishments:—

(i) Detention, not exceeding twenty-eight days.

The power of awarding detention exceeding seven days, except in cases of absence without leave, will not be exercised by a commanding officer under the rank of field officer, save that (i) any officer in command not below the rank of brigadier may empower a captain in command of a unit whether temporarily or otherwise to award detention not exceeding fourteen days; (ii) the Minister may empower a captain temporarily in command of a unit to award detention not exceeding twenty-eight days.

(ii) A fine not exceeding \$16.00

For drunkenness only. (See para. 492).

(iii) Any deduction from ordinary pay allowed to be made by a commanding officer under Articles 64 (2) and 72 (7) P. & A. Regns.

In the case of a soldier who, by neglect or culpable mismanagement, loses or damages any articles of his personal equipment or other Government property, the approval of the officer commanding a command, officer in charge of administration or area commander must be obtained if the amount proposed to be recovered from any soldier exceeds \$20.00.

(iv) Field punishment not exceeding twenty-eight days.

On active service only.

(v) Forfeiture of all ordinary pay under Section 46 (2) (d) of the Army Act, for a period commencing on the day of award and not exceeding twenty-eight days.

On active service only.

(b) A commanding officer may also inflict on a private soldier the following minor punishments, the soldier having no right to claim trial by court-martial:—

(i) Confinement to barracks for any period not exceeding fourteen days.

Defaulters will be required to answer to their names at uncertain hours throughout the day, and will be employed on fatigue duties to the fullest practicable extent with a view to relieving well-conducted soldiers therefrom. Defaulters will attend parades, and take all duties in regular turn. When the fatigue duties required are not sufficient to keep the defaulters fully employed, the commanding officer may order them to attend extra drill, which shall be limited to one hour a day, and shall include some form of useful instruction.

(ii) Extra guards or piquets

These are only to be awarded as a punishment for minor offences or irregularities when on, or parading for, these duties.

(iii) Admonition.

473. (a) The punishments referred to in para. 472 (a) (iv) and (v) may be awarded severally or conjointly, but a conjoint award will only be necessary when the period of forfeiture of pay exceeds the period of field punishment.*

(b) Of the other punishments referred to in para. 472, those under sub-para. (a), (i), (ii), (iii), (v) (on active service), and sub-para. (b) (i) and (ii) may be awarded severally or conjointly subject to the following provisions:—

* Forfeiture of pay commences as from the day of award. When, therefore, it is desired to order forfeiture of pay for a period in excess of the field punishment awarded, e.g., 10 days' field punishment and an additional forfeiture of 14 days' ordinary pay, it will be necessary to award the offender 10 days' field punishment with forfeiture of 24 days' pay, as pay is forfeited for the period of field punishment awarded.

Amdt. R.O. 1226.

Amdt. (No. 108) 29th Sep., 1947.

- (i) When detention exceeding seven days is awarded, a minor punishment must not be given in addition;
- (ii) Any award of detention, up to seven days inclusive, will be in hours; if exceeding seven days, in days;
- (iii) When an award includes detention and a minor punishment, the latter will take effect at the termination of the detention;
- (iv) A soldier undergoing detention or confinement to barracks may, for a fresh offence, be awarded further detention or a minor punishment, or both. The commencing dates of the fresh awards will be as detailed below:—

(a) Detention.....	Award to a soldier already undergoing confinement to barracks.	If awarded in days—from date of award. If awarded in hours—from the hour at which the soldier is received into the detention barrack, or branch detention barrack, or, if not sooner received into one of those institutions, from the day after the date of award at the hour fixed for the commitment of soldiers under sentence.
(b) Detention.....	Awarded to a soldier already undergoing detention.	If awarded in days—from the date of award. If awarded in hours—from the hour at which soldiers are usually received into the detention barrack or branch detention barrack on the day of award, provided he is recommitted that day, or, if not recommitted on the day of award, then from the day after the day of award at the hour fixed for the commitment of soldiers under sentence.
(c) Detention and a minor punishment.	Awarded to a soldier undergoing confinement to barracks.	The detention—as in (a) above. The minor punishment from termination of the previous award of confinement to barracks (see sub-para. (v) below), or of the termination of detention (see (a) above), whichever shall last occur.
(d) A minor punishment.....	Awarded to a soldier undergoing such punishment.	From the termination of the previous award.

provided that no soldier shall be awarded detention by summary award for more than twenty-eight consecutive days, and that the whole extent of consecutive punishment, including detention and confinement to barracks, shall not exceed forty-two days in the aggregate.

- (v) A defaulter is not required to undergo any drill or confinement to barracks which may have lapsed by reason of his being in hospital or under sentence or employed on duty.

474. An officer will not introduce or adopt any system of punishment which is in any respect at variance with these regulations.

Powers of Commanders

475. The officer commanding a detachment is vested with the power of awarding summary punishment to the extent mentioned below:—

- (i) If of field rank—the full powers accorded to a commanding officer of a unit.
- (ii) If not of field rank—the powers of a commanding officer of a unit as modified by para. 472 (a) (i).
- (iii) When the officer commanding a detachment is below the rank of field officer, the commanding officer of the unit, if the detachment is serving in the same command, or the officer commanding the command where the detachment may be, or other superior authority, may, having regard to the rank and experience of the officer commanding the detachment, restrict him from the exercise of any or all the powers of a commanding officer.

- (iv) Nevertheless an officer commanding a detachment who is under the rank of field officer may, if necessity arises, act to the full extent of his powers as mentioned in (ii) for the maintenance of discipline notwithstanding any restrictive order under (iii), but in such case he will immediately report his action for the information of the superior authority by whom such restrictive order was made.

476. A district officer commanding may, on the embarkation of troops and on other special occasions, associate two or more detachments for the purposes of discipline, and place them under the command of one officer. In such cases the powers of the officers commanding the several detachments to award summary punishments, will, for the time being, remain in abeyance.

477. A commanding officer may delegate power to a company, etc., commander to dispose of any offence with which he himself may deal under para. 459, provided that the punishments which may be awarded by a company, etc., commander will not exceed:—

- (i) In the case of a private soldier—seven days' confinement to barracks for minor offences, extra guards and piquets, fines for drunkenness, and in cases of absence without leave where pay is automatically forfeited under the conditions specified in para. 478 any punishment within his ordinary powers for such absence. A commanding officer may further limit the power of award of an officer of less than three years' service to three days' confinement to barracks. Any such awards will be subject to any remission the commanding officer may order, but cannot be increased.
- (ii) In the case of a non-commissioned officer below the rank of sergeant (or the appointment of lance-sergeant)—admonition or reprimand.

478. (a) In the case of absence without leave, the commanding officer will not make an award of forfeiture of pay, but will inform the soldier of the number of days' pay which he forfeits under the Pay and Allowance Regulations, at the same time making a record in the "remarks" column of the guard report or minor offence report of the number of days' pay so forfeited.

(b) This forfeiture applies also to a warrant officer or non-commissioned officer of any rank, and in all cases involving such forfeiture a soldier has the right, under Section 46 (8) of the Army Act, to elect to be tried by district court-martial.

479. In dealing summarily with cases of absence without leave, a commanding officer will have regard to the place of the soldier's surrender or apprehension, the circumstances of his absence, and the period passed in custody. Absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the commanding officer should make allowance for any unusual delay in the disposal of the case.

480. Recoveries from soldiers on account of damage, through negligence or carelessness, to government-owned vehicles will, when dealt with by commanding officers, be governed by the instructions in para. 472 (a) (iii). Any such recovery will form part of the disciplinary action taken in such cases.

Offences Causing Admission to Hospital

481. A soldier convicted of an offence under the Army Act and admitted to hospital on account of any illness certified by the medical officer to have been caused by such offence, forfeits, pursuant to the provisions of the Pay and Allowance Regulations, the whole of his pay

while in hospital. An officer who has disposed of any offence on account of which the soldier may have been admitted into hospital will at once communicate with the medical officer, who will furnish the required certificate.

482. Where there are grounds for believing that a soldier has been admitted into hospital for disability in consequence of an offence under the Army Act, the commanding officer will make a preliminary inquiry into the case, and acquaint the medical officer of the result in order that the latter may give or refuse the certificate on the soldier's discharge from hospital. The medical officer must attend the investigation of the offence, whether before a court-martial or the commanding officer, and give evidence in substantiation of the facts contained in his certificate. The certificate alone is not sufficient.

Charges by Civil Power

483. (a) When a soldier receives, otherwise than through his commanding officer, a summons issued by a civil court in respect of an offence, he will at once report the matter to his company, etc., commander in order that arrangements may be made for his attendance before the court and for the provisions of para. 484 to be complied with.

(b) The above will be brought to the notice of all concerned through unit orders.

484. (a) When a soldier is charged with an offence before a civil court near the station where his unit is quartered, an officer will be detailed from the unit to attend and watch the proceedings. If the prosecution takes place at a distance, the case will be submitted to the district officer commanding, who will decide whether it is advisable for an officer to be present, and if so, whether the officer shall be detailed from the soldier's unit, or from some other unit near the place of trial. In the latter case, the district officer commanding the district in which the soldier's unit is stationed will make the necessary arrangements, forwarding all requisite information and documents for the use of the officer attending the court.

(b) The officer attending to watch the proceedings will, if required by the court, give all information in his possession as to the soldier's character, and full particulars of any previous convictions by a civil court, or by a court-martial of an offence under Sections 17, 18 (4), 18 (5), or 41 of the Army Act, but not of minor offences of a purely military character unless specially ordered by the court to do so, as the nature of these offences is apt to be misunderstood to the prejudice of the prisoner. For the same reason he should not take with him the soldier's conduct sheets and should, on the ground that they are privileged documents, decline, pending instructions from higher authority, to produce them if the court should so order. He should furnish all the information with regard to general character which is within his personal knowledge or has been communicated to him by officers of the soldier's regiment. He will be prepared to state the rate of pay to which the offender is entitled, together with any compulsory stoppages or deductions to which it is subject, and will inform the court accordingly in cases in which the court signifies its intention of imposing a fine.

(c) Attention is directed to the provisions of Article 65 (a) of the Pay and Allowance Regulations. The officer detailed to watch the proceedings will take with him a sum of money in order that he may pay on behalf of the accused any fine imposed by the court. If, however, the fine imposed is such that in the ordinary course recovery could not be effected from the soldier's account within a period of six months, or if he is due for discharge before the fine could be recovered, the circumstances should be represented to the court, and no steps should be taken by the officer to pay the fine or any part of it. The amount paid will be

recovered from the soldier's account as required by the Pay and Allowance Regulations. Where damages, compensation or costs in respect of an offence are awarded against a soldier, and the accused is not in a position to pay at once, arrangements may be made in suitable cases for recovery to be effected by deductions from his pay, but payment of sums to an aggrieved person in this respect will only be made as and when recovered from the soldier's pay.

485. When a non-commissioned officer is convicted by the civil power of any offence, the case will, with whatever recommendations the commanding officer sees fit to make, be reported to the officer commanding a command, who will, should he consider it desirable to recommend the reduction of the offender, report accordingly to Army Headquarters.

Drunkenness

486. A private soldier will be dealt with for drunkenness under the provisions of Section 46 of the Army Act.

487. A private soldier will not be tried by court-martial for an act of simple drunkenness—that is to say, an act of drunkenness committed when not on active service, when the soldier was not on duty, or had not been warned for duty, or had not by reason of the drunkenness rendered himself unfit for duty—unless four instances of drunkenness have been recorded against him within the twelve months preceding the date of the offence under disposal, or unless he has elected to be tried rather than be awarded fine or detention by his commanding officer.

488. Drunkenness on duty includes drunkenness on parade and on the line of march, and drunkenness on the line of march includes drunkenness during the whole period between the date of departure and the date of arrival at destination.

489. In dealing with simple drunkenness unconnected with another offence, confinement to barracks should be added to a fine only when the circumstances of the case are such as to increase its gravity. Detention should never be awarded for an instance of drunkenness not triable by court-martial, except when the amount of unpaid fines for drunkenness recorded against a soldier is \$30 and upwards, in which case a commanding officer should substitute detention or some other punishment which it is in his power to award.

490. When a private soldier commits the offence of simple drunkenness in connection with a more serious offence for which he is to be tried by court-martial, he should not be charged with drunkenness before the court-martial unless he is liable to trial as stated in para. 487 and the commanding officer considers it a case which should be tried; but, as a record of the drunkenness the commanding officer will, when a charge of drunkenness is not preferred in such cases before the court-martial, make an entry of the offence, either imposing a fine, if the soldier is liable thereto, or making the following note in the punishment column: "No punishment; awaiting trial on another charge." If an entry of the court-martial is subsequently made, the above entry will be bracketed with it, and will not be considered a separate entry.

491. Having reference to Section 19 of the Army Act the fine thereby authorized shall be any sum not exceeding sixteen dollars, instead of "not exceeding five pounds" as therein mentioned.

492. (a) In computing fines for drunkenness in the case of a private soldier, the commanding officer will use his discretion within the following limits, having regard to the attendant circumstances of the case:—

- (i) For the first offence..... nil.
- (ii) For the second offence..... not exceeding \$5.
- (iii) For the third offence..... not exceeding \$10.
- (iv) For each subsequent offence..... not exceeding \$10.
- For each subsequent offence if within six months of last offence..... not exceeding \$15.
- For each subsequent offence if within three months of last offence..... not exceeding \$16.

Time during which a soldier is absent from duty by reason of penal servitude, imprisonment, detention, or absence without leave will not be reckoned in the above periods.

(b) A soldier should not be fined for drunkenness when the unpaid fines amount to \$30.

493. A fine which cannot be recovered from a soldier's pay will not be recovered from any other source while he remains in military service. Subject to this regulation, the daily deduction on account of a fine, or fines, recorded against a soldier will be limited only by the provisions of the Pay and Allowance Regulations as to the residue that should be paid to him.

494. All fines for drunkenness recovered from a soldier's pay will be disposed of in accordance with the Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia.

Desertion and Absence Without Leave

495. (a) As soon as it is known that a soldier has absented himself without leave, his equipment, clothing, and regimental necessities will at once be placed in safe custody, and an inventory of these articles will be taken as soon as practicable. If there is a detachment of military police in the locality they should immediately be notified of the particulars of the absentee.

(b) The commanding officer shall ensure that the private property and personal effects left behind at his station or unit by an officer or soldier who is absent without leave are placed in safe custody and an inventory taken.

(c) When an officer or soldier has been absent without leave for one month or more, the officer commanding the command may, by an order containing a statement of the absence without leave, direct that the private property and personal effects, if any, left by the officer or soldier at his unit, station, or place of duty be forfeited. (See para. 812 (c)).

(d) A commanding officer will transmit to the officer commanding every other unit of the Permanent Force, a descriptive report, on M.F.B. 483, of every deserter or absentee without leave, giving particulars of the man's height, age, etc., at the time of his absenting himself and the fullest information possible. When there is good ground for supposing an absentee to have deserted, the report should be rendered within 24 hours after his absence has been discovered, but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days every absentee without leave should, pending investigation, be considered as a deserter. In the case of a recruit who absconds en route to join, a note should be made of this fact on the report.

Amdt. (No. 107) 8th Sep., 1947.

496. A copy of the report will also be transmitted to the civil police of the locality in or near which the man deserted. Similar reports should be sent to the police of the place to which it is supposed the deserter or absentee may have proceeded, and elsewhere, as the commanding officer may consider desirable.

497. The name of a soldier absent without leave will be notified in Part II Regimental Orders as follows:—

Amdt. (No. 107) 8th Sep., 1947.

- (i) If absent from 1 to 20 days, the name will appear on the day following the day of rejoining, and also, if applicable, on the eighth day of absence.
- (ii) If absent for 21 consecutive days—the name will appear on the eighth day of absence and also on the 22nd day.
- (iii) If absent on the last day of the month his name will appear in the Part II Orders of that day and in those of the first day of the next month if still so absent.

498. When a soldier who has been reported to the civil police as a deserter or absentee without leave rejoins or ceases to be liable to apprehension the commanding officer concerned will immediately notify such civil police.

499. When a person is apprehended by the civil authorities on suspicion of being a deserter or absentee without leave he will be brought before a justice of the peace or magistrate for examination, and if it appears that he is a deserter he will be confined in jail until claimed by the military authorities.

500. When a person surrenders himself as being a deserter or absentee without leave, he will be dealt with as follows:—

- (i) If he surrenders himself to a peace officer in Canada, he will be taken into custody and dealt with in accordance with paragraph 499.
- (ii) If he surrenders himself to any portion of his own corps, and evidence of identity is immediately available, he will at once be taken into military custody, and the commanding officer will forthwith proceed against him.
- (iii) If he surrenders himself to a provost-marshal, assistant provost-marshal or other officer, or to any portion of His Majesty's Forces not provided for in sub-paragraph (ii), the provost-marshal, assistant provost-marshal or other officer, or the commanding officer of that portion of His Majesty's Forces to which the man surrenders will arrange for an escort to be sent to conduct him back to his unit, and for his detention in military custody pending the arrival of the escort. The officer concerned will himself investigate the case, and will furnish a certificate, in accordance with Section 163 (1) (j) of the Army Act, signed by himself, setting forth the fact, date, and place of surrender. This certificate will be forwarded to the man's unit without delay and will be evidence of the matters stated in it. If the man is an absentee without leave, he may, at the discretion of the district officer commanding concerned, be provided with a warrant (the expense being subsequently recovered from the man), and despatched to his unit without escort.
- (iv) The certificate under Section 163 (1) (j) of the Army Act should be prepared in accordance with the example given below, and duly signed and dated by the actual officer concerned, and it should contain nothing except a sufficient description to identify the person who surrendered (e.g., number, rank, name, initial, unit) and the date and place at which, and the person to whom, the surrender took place. In any event where the return of the man to his unit will involve expense whether he is returned under escort or otherwise no action towards so returning him will be taken without authority of Army Headquarters.

Certificate under Army Act, Section 163 (1) (j).

I..... certify that..... of the.....
Regiment surrendered himself to *..... at..... on
the..... day of..... 19.... as a deserter (or
absentee without leave).

Date.

Signature.

*Here insert rank, name, etc., of the person to whom the absentee or deserter surrendered.

Below his signature the officer concerned should state his rank and appointment in accordance with the terms of Section 163 (1) (j) of the Army Act. If the officer who signs the certificate does so as the commanding officer of the portion of His Majesty's Forces to whom the surrender was made, he should state this below his signature.

- (v) A person who falsely represents himself to be a deserter may be proceeded against before the civil power under the Criminal Code (Canada); and if in any of the above cases there is ground for supposing that a person surrendering himself as a deserter (but not as an absentee without leave) is not a deserter he will be at once handed over to the civil power.
- (vi) In no case other than those mentioned in this paragraph will a person not serving as a soldier be taken into military custody, except for the purpose of being brought forthwith before a court of summary jurisdiction, until he has been duly committed by a magistrate and delivered into military custody.

500A. Where an officer or soldier of the Canadian Army is proceeded against on a charge of absence without leave or desertion, and where expenses have been incurred for the purpose of returning such officer or soldier to his unit or station:—

- (a) only the sum required to make good the cost of his transportation and accommodation as defined in paragraph 196 of the Pay and Allowance Regulations for the Canadian Army, 1946, shall be included in the particulars of the charge on which the officer or soldier is to be tried; transportation and other expenses incurred by or on behalf of an escort shall not be included;
- (b) a certificate purporting to have been signed by the officer who issued the requisite transport warrant or who authorized the requisite transportation and accommodation stating the facts, date and particulars respecting such transport warrant or the transportation and accommodation required and the cost thereof shall be evidence of the matters so stated.

501. When a committed deserter is not claimed for service as a soldier an authority having power to convene a court-martial will issue a protecting certificate in the following form in manuscript:—

PROTECTING CERTIFICATE

THE BEARER HEREOF

who has been apprehended (or surrendered) as being.....

.....

.....

a deserter from the..... Regiment

Age..... Height..... Feet..... Inches

Eyes..... Hair..... Complexion.....

Marks.....

IS NOT CLAIMED FOR SERVICE IN THE PERMANENT FORCE OF CANADA.

He is therefore not liable hereafter to arrest on suspicion of being the deserter whose present description is given above.

Given at..... this..... day of.....19....

TO ALL WHOM IT MAY CONCERN.

.....
Officer Empowered to Issue Certificate.

502. If a soldier committed as a deserter cannot conveniently be taken over into military custody by reason of the distance of the place of committal from a Permanent Force station, or when the committal has been ordered on the soldier's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth of the confession, the district officer commanding or commanding officer may take steps to cause him to be discharged from custody without a protecting certificate and consequently without prejudice to his subsequent apprehension.

Deserters, etc., Notified by Civil Power—Escorts

503. The regulations laid down in para. 504 to 510 will be observed in respect of an escort despatched for deserters, or absentees without leave which will invariably take with it the route issued for the journey.

504. When a notification is received that a person apprehended on suspicion of being a deserter or absentee without leave, has been committed to confinement to await an escort, or that a person has surrendered to the police and subsequently confessed to being a deserter or absentee without leave, a commanding officer will deal with the case as follows:—

- (i) If the man is traced as being illegally absent, and evidence as to identity is available, he will, if authorized by the district officer commanding, despatch an escort (capable, if possible, of identifying the deserter or absentee without leave) to bring him back should he be identified. (See para. 602 as to strength of escort.) A deserter route will be filled in for this service, and must be taken by the non-commissioned officer detailed for the duty as the authority to receive the deserter or absentee.
- (ii) If it appears to the commanding officer that the person is not a deserter or absentee without leave from the unit under his command, he will so inform the magistrate or the governor of the prison or the officer in charge of the police station, as the case may be.
- (iii) If no evidence of identity is available, but the man admits the offence, and there is documentary evidence as to his desertion, he may be taken over into military custody, and instructions should forthwith be applied for from an officer not below the rank of brigadier having power to deal with the case by district court-martial, the case being dealt with under Section 73 of the Army Act or otherwise.
- (iv) When the person is identified and received into military custody, the descriptive return will be retained by the unit concerned, the reward for the apprehension and the attendant expenses, if any, being dealt with as provided in the Pay and Allowance Regulations.

505. When a notification is received from the police that an alleged deserter or absentee without leave is to be brought before a court of summary jurisdiction for disposal, a commanding officer will, if the man can be traced as a deserter or absentee (not an absconded recruit) from the unit, despatch an escort with a view to the alleged deserter or absentee without leave being, if identified, taken over at the court, instead of being committed to prison; if an escort can be sent so as to be at the court before the case is disposed of, the police should be notified by telegraph that an escort is being sent. In such cases the non-commissioned officer of the escort should take with him the "Form of Descriptive Return" as described in the Fourth Schedule of the Army Act prepared in manuscript and he should be instructed to have the same completed before leaving the court.

506. An escort proceeding to receive over from civil custody a deserter, or absentee without leave, will be provided with an order for the removal of the man. The order will be given up to the governor, magistrate, police officer, or chief officer of the prison. When a "route" is issued, this order, which forms part of it, will be detached and similarly given up on taking over the deserter or absentee.

507. The commander of an escort is required to compare the deserter or absentee without leave and his necessaries with the description and account inserted on the "route", as he is responsible for the identity of the person committed to his charge, and liable to punishment for suffering the necessaries of the deserter or absentee without leave to be misused or made away with on the road.

508. Such necessaries as the deserter or absentee without leave may absolutely require, and which are not amongst the articles left behind by him, not exceeding, however, one shirt, one pair of boots or shoes, and one pair of socks, will be provided under the orders of the commanding officer of the corps furnishing the escort, and the charge for the same will be defrayed by the company, etc., commander to which the man belongs, and will be subsequently included in the deserter's accounts.

509. In cases where identification is necessary, and it appears to a commanding officer doubtful if the deserter or absentee without leave should be conveyed to the headquarters of his unit, he will make an immediate report to the district officer commanding with a view to special instructions being given.

510. Except as provided in para. 504 where a deserter or absentee admits the offence, and there is documentary evidence as to his desertion, an escort will not take into custody a prisoner who is not identified as a deserter or absentee without leave.

Offences Against Enlistment

511. (a) When a soldier serving in a unit of the Permanent Force is discovered, either by his own confession or otherwise, to have enlisted therein while belonging to another unit of the Permanent Force, the Royal Canadian Navy or Royal Canadian Air Force (Permanent Active), the commanding officer of the unit in which the soldier is serving will, after recording on M.F.B. 1443 the prescribed particulars of his present service, forward such form as follows:—

If the former service was in the—

- (i) Permanent Force—to the commanding officer or officer administering the unit in which such soldier served.
- (ii) Royal Canadian Navy—to the Naval Secretary, National Defence Headquarters.
- (iii) Royal Canadian Air Force—to the Senior Air Officer, National Defence Headquarters.

(b) An officer receiving M.F.B. 1443 will, after filling in the required particulars and adding any observations he may desire to make, return the form to the officer from whom he received it.

512. (a) The commanding officer of the soldier's present unit will, on completion of the necessary evidence, deal with the case or, if necessary, make arrangements for disposal thereof by court-martial or other superior authority.

(b) The considerations to which regard should be given in deciding each case, are:—character and length of service in former and in present corps; the requirements as regards recruits in the different arms; the special requirements as regards training in the different arms and services; whether desertion from a particular corps requires to be checked by relegating men who illegally absent themselves from that corps.

(c) If the soldier belongs to the Royal Canadian Navy or Royal Canadian Air Force he will be retained for service in his present corps, unless, on the return of M.F.B. 1443, an intimation is received from the Naval Secretary or Senior Air Officer respectively that it is desired to claim him for further service, in which event the officer disposing of the case will, upon the authority of National Defence Headquarters being granted, give the necessary orders.

(d) If the soldier has improperly entered or re-entered the Permanent Force under any other conditions than those above mentioned, the case will be disposed of on its merits, and, if trial be ordered, will be dealt with under Section 32 or 33 of the Army Act. When the soldier's discharge is to be carried out in consequence of his offence, cases of false answer should, as a rule, be dealt with by the civil power instead of by court-martial if capable of being so dealt with and if such a course can be adopted without expense to the public.

513. When it is decided to try a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he will be dealt with by court-martial if he is to be retained in the service; but if he is ordered to be discharged, the rule prescribed in the latter part of para. 512 (d) will be followed.

514. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto; and the necessary evidence will be obtained from his former corps.

515. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will serve on his former attestation.

516. When it is decided that a soldier who has fraudulently enlisted is to be relegated to his former corps after punishment, the commanding officer of the unit in which he is serving will forward his transfer documents, and communicate the result of the trial, and particulars as to place of confinement and expiration of imprisonment or detention to the commanding officer of his former corps, who will arrange for the removal of the man at the expiration of his sentence. The relegation to the former corps will take effect from the date of committal.

517. The commanding officer of the unit to which a soldier may be relegated, or, if the relegation be not ordered, the commanding officer of the unit in which the soldier is serving, will communicate to any units in which such soldier may have previously served, the result of the trial, or the manner in which his case has been disposed of.

Dispensation from Trial

518. When a soldier has signed a confession that he is a deserter or that he has been guilty of fraudulent enlistment (Section 13 of the Army Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to the officer commanding a command, officer in charge of administration or area commander, in or under whose command the soldier is serving, who, under Section 73 of the Army Act, may dispense with the soldier's trial by court-martial for desertion or fraudulent enlistment, and make an order as to forfeitures.

519. A copy of the confession should accompany the application, and, whenever possible, evidence as to the truth of the confession should have been previously obtained. The following forms will be used:—

Form of Confession of Desertion

I, (here insert name), do hereby confess that I am No. of the Corps and that I deserted from that Corps on and remained absent till when I (surrendered) (was apprehended) (enlisted in)*
(Any other particulars to be added.)

Signed this day of
(Signature of soldier)

I have explained to the above soldier the effect of this confession, and I am satisfied that he understands thoroughly the nature and consequences of the same and that he is not immune from trial under Section 161 of the Army Act.

(Signature of Commanding Officer)

NOTE.—Where the soldier confesses to more than one offence of desertion, the form may be varied to suit the case.

* Strike out whichever is inapplicable.

Form of Confession of Fraudulent Enlistment

I,, now being No. of the Corps, do hereby confess that I was No. in the Corps, and that I absented myself from that Corps on and that I fraudulently enlisted in the Permanent Force on the day of at

Signed this day of
(Signature of soldier)

I have explained to the above soldier the effect of this confession, and I am satisfied that he understands thoroughly the nature and consequences of the same and that he is not immune from trial under Section 161 of the Army Act.

(Signature of Commanding Officer)

520. Before signing the form of confession the commanding officer should explain to the soldier that, if his trial be dispensed with, he will be liable to suffer the same forfeitures as if convicted by a court-martial, and, in the case of a confession of desertion, he should satisfy himself that the soldier understands thoroughly that he is confessing to desertion and not to absence without leave.

521. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved it is a disposal of the case. It will therefore be illegal for a commanding officer to award any punishment in addition. An order should not be made where any fact stated by the soldier in his confession is inconsistent with his having committed the full offence of desertion or fraudulent enlistment, as the case may be.

522. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the attestation paper and an entry of the order dispensing with trial will be made in the conduct sheets as if the soldier had been convicted by court-martial of his offence. This entry will be shown upon page 3 of "Statement as to Character, etc." at any subsequent trial.

523. When exemption from trial on a charge of fraudulent enlistment has been earned by exemplary service in any corps, the commanding officer of that corps will be held responsible for notifying the fact to the soldier's previous corps.

2.—COURTS-MARTIAL**General Instructions**

524. Under the Army Act, the jurisdiction of courts-martial in respect of the trial of different offences is unrestricted, and it will be observed that, except where a particular course is prescribed by the regulations, it is not imperative to try any offence by court-martial.

525. A superior officer to whom a case is referred may deal with it as follows:—

- (i) He may refer the case to a superior officer; or
- (ii) He may direct the disposal of the case summarily; or
- (iii) If he has power to convene a district court-martial, he may convene a district court-martial to try it; or
- (iv) If he has power to convene a general court-martial, he may convene either a general court-martial or district court-martial to try it.
- (v) In the case of an officer or warrant officer he may dispose of the charge summarily under the provisions of Section 47 of the Army Act if he has authority so to do. (See Appendix XI.)

526. (a) The officer referred to in para. 525 as a "superior officer", is not more clearly defined, as his position and rank depend upon the varying conditions of service. It rests with the district officer commanding to determine to whom charges should be referred which should not be disposed of without reference to higher authority.

(b) When the superior officer is the commanding officer of the accused or an officer who has investigated the case, he cannot except on board ship and in such cases as may be determined by the Minister exercise the powers detailed in para. 525 (ii) to (iv) inclusive.

(c) Notwithstanding anything stated above, when an officer having power to award a summary punishment under Section 47 of the Army Act, decides not to deal summarily with a charge against an officer or warrant officer which has been referred to him for disposal, but to refer it for trial by court-martial, he may convene a court-martial for the trial of the accused, whether or not he has investigated the case.

527. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom he would otherwise have referred the case.

528. In the case of offences against a superior, an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office, and, especially in the less serious classes of this offence, the lower the rank of the superior officer against whom the offence is committed, the less will usually be the gravity of the offence.

529. Any officer or soldier who, when in the presence of the enemy, displays a white flag or other symbol in anticipation, or in token, of surrender, will be tried by general court-martial. In cases where the evidence is not sufficient to justify a charge under Sections 4 or 5 of the Army Act, the charge will be laid under Section 40 of that Act.

530. An officer or soldier who commits in Canada an offence against military law, which is also an offence under the Criminal Code, will, as a general rule, be dealt with by the civil power and not by court-martial or his commanding officer, as the case may be, unless in the case of an officer the authority who would convene a court-martial for the trial of such officer for such offence, or in the case of a soldier his commanding officer or the superior authority to whom the case would be referred pursuant to paragraph 459, considers that the interests of discipline, service considerations, convenience or expedition require otherwise.

531. In cases where, after investigation, deficiencies of funds or stores, or incorrect entries or omissions in accounts are to be made the subject matter of any charge involving fraud, which it is proposed to try by court-martial, and where there are grounds for supposing that the irregularities may have been due to negligence only, an alternative charge under Section 40 of the Army Act should be added, the particulars of which will contain an allegation attributing the loss to neglect of duty by the accused.

532. In framing charges for offences in cases of soldiers employed in taking care of horses and stables, it will be borne in mind that the sections of the Army Act referring to sentries do not apply to "stablemen", which latter expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or piquet is posted over horses or otherwise as a sentry, and is regularly relieved as such he will be regarded in every respect as a sentry, notwithstanding that he may have been posted without arms.

Amdts. (No. 59) 29th July, 1944.

Stoppages Awarded by Court-Martial

533. (a) When a soldier is to be tried by court-martial for an offence under section 13 of the Army Act, and the evidence appears to disclose that by committing such offence he has obtained a free kit of necessaries to which he was not entitled, the words "thereby obtaining a free kit of necessaries, value" will be added to the particulars of the charge, the value being assessed according to the Clothing Regulations. If the soldier is convicted of the offence, the court, after satisfying themselves that compensation for such free kit is due to the public, will normally award a sentence of stoppages for the value thereof as stated in the charge.

(b) If it is desired to place a soldier, who has fraudulently enlisted, under stoppages of pay in respect of a deficiency in his public clothing, a charge must be laid under Section 24 (2) of the Army Act (see paras. 534 and 535). If his trial for fraudulent enlistment is dispensed with by competent military authority, a charge under Section 24 (2) of the Army Act may nevertheless be laid against him and disposed of by his commanding officer, or if the soldier elects to be tried by court-martial, by the court. The value of the public clothing, of which he is deficient, will be reckoned in accordance with the provisions of the Clothing Regulations.

534. In framing charges under Section 24 of the Army Act, the following rule will be observed:—

In the absence of evidence of some positive act of pawning or selling arms, equipment, clothing, etc., a charge of "making away with" will not be preferred. When, therefore, articles of this description are found to be deficient through the culpability of a soldier under the above conditions, it will be sufficient to prefer a charge under subsection (2) of that section.

535. The value of any article in respect of which it is desired that the court shall sentence the offender to stoppages should be stated in the "particulars" of the charge and proved in evidence. This applies only to articles the value of which has to be made good to the public. Except as provided in para. 533, it will be unnecessary to set forth the values of necessaries and personal clothing that are the property of the soldier, the specification of which is required only to acquaint the soldier with the particular articles he is charged with making away with, or losing by neglect, and to enable him to answer to the charge. Any deficiency of necessaries and personal clothing (subject to the exceptions above mentioned and except as provided in the Clothing Regulations for returned deserters) has to be made good by the soldier as a matter of account between him and his company, etc., commander (subject to his right of complaint under Section 43 of the Army Act).

536. A court-martial, in passing sentence, will not award stoppages in respect of articles of personal clothing, nor in respect of necessaries except as provided in para. 533 or by such instructions as may be issued by National Defence Headquarters.

537. The value of articles of government property stated in the particulars of a charge are to be the actual values, whenever such actual values can be accurately determined according to regulation. When this computation cannot be effected, and values in excess of the sum subsequently found to be required to make good the expenses, loss, damage, or destruction are necessarily stated in the charge, and corresponding deductions have been included in the sentence of the court, regard must be had to proviso (b) of Section 138 of the Army Act and proviso (b) of Article 64 (3) of the Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia, in making the deductions from the soldier's pay.

538. A soldier who rejoins from desertion and is tried by court-martial for that offence will not be charged with the value of public clothing, etc., lost on desertion, or of which he is deficient, unless he is sentenced by court-martial on a charge under Section 24 (2) of the Army Act so to be. If his trial is dispensed with by competent military authority, a charge of losing by neglect his public clothing may nevertheless be laid against him, and disposed of by commanding officer, or if he elects to be tried by court-martial, by the court.

539. Deleted.

539A. The amount to be recovered from soldiers on account of damage, through negligence or carelessness, to Government-owned vehicles will be determined by the appropriate officer or by the court-martial, in the event of a soldier being tried by court-martial, having regard to the degree of fault of the soldier and his ability to pay, and will in no case exceed a sum equivalent to 90 days pay of rank. This provision will also apply to cases in which superior authority has consented to their being tried by a commanding officer.

Responsibilities of Officers Convening Courts-Martial

540. In all cases of indecency, fraud and theft, the charge and summary of evidence will be submitted to the Judge Advocate-General before trial is ordered. Any other case in which difficulty is experienced or anticipated or a doubt is felt should similarly be submitted to the Judge Advocate-General before trial.

541. Every charge preferred against an officer or soldier, and the circumstances on which it is founded, will be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficient to justify the arraignment of the accused before a court-martial. He must satisfy himself that the charge is for an offence under the Army Act, and is properly framed in accordance with the Rules of Procedure and these Regulations.

542. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 490. As a rule, a charge should not be brought to trial as an addition to a serious charge if it would not otherwise have been tried by court-martial.

543. In deciding the description of court before which a charge shall be tried, general and other officers in superior command will bear in mind that there are few offences which cannot effectually be dealt with by district court-martial. In cases, however, of very aggravated offences, when the state of discipline in a district, garrison, or corps, renders a serious example expedient, or when the offender bears a bad character, a general court-martial may be convened.

544. When an officer of the rank of captain is not available as president of a district court-martial, the power of convening the court should not be exercised except when such a course is absolutely necessary, and when the case cannot conveniently be referred to the Adjutant-General

Amdt. (No. 29) 15 Jan, 42.

Amdt. (No. 122) 19 Apr, 48.

545. Officers of the Non-Permanent Active Militia attached to the Permanent Force for instruction, who are detailed as members of courts-martial, will take seniority according to their militia rank.

546. If, in the opinion of a convening officer, a court-martial could more conveniently be held at a place other than that where the accused is, he may cause the court to be convened at any place within his command. If it is desired to hold the trial in any place beyond his command, application will be made to Army Headquarters, with an explanation of the reasons for this course. A saving of expense owing to transit of witnesses or members would be a sufficient reason, but no change of place will be made when it appears that the accused is likely to be prejudiced in his defence by the change. When the case is to be tried in another command, the court will be convened under the orders and on the responsibility of the officer to whose command the accused is removed.

547. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application for his attendance is to be made to Army Headquarters. The probable day of the assembly of the court will be stated in such application.

548. An officer will be required, on first joining, to attend for instruction such courts-martial as the officer commanding a command may direct, for at least two years from the date of his joining, and for such further period as his commanding officer may consider necessary to fit him to act as a member of a court; and he is not to be nominated as a member of a court-martial, even if otherwise qualified, until his commanding officer deems him competent to perform so important a duty.

549. In a difficult case the convening officer will select a specially qualified officer to act as prosecutor. If such an officer is not available, he should apply as soon as possible to superior authority for the services of one.

550. When an officer commanding a command considers it necessary that counsel should appear on behalf of a prosecutor, he will apply to Army Headquarters therefor. The application for the assistance of counsel will be made only in cases of exceptional difficulty or of a complicated nature, and this course should be very rarely necessary when the offences are of a purely military character.

551. In every application for counsel to appear on behalf of a prosecutor, the hour, date and place of assembly fixed for the court-martial will, if possible, be stated. The name of the officer who will act as prosecutor and a copy of the approved charges and the summary of evidence will invariably accompany the application, together with a statement setting forth the reasons why the employment of counsel is considered necessary. If on receipt of such application, Army Headquarters consider it necessary that counsel should so appear, an application for the employment of counsel will be made to the Department of Justice, and on receipt of authority from that department the names of counsel so authorized, together with such instructions as the circumstances warrant, will be communicated to the officer commanding a command. Under no circumstances will the officer commanding a command, on his own authority, retain counsel to appear on behalf of a prosecutor. If subsequent to making an application for the retention of counsel on behalf of a prosecutor, any alteration is made in the charges contained in the charge sheet accompanying such application, a copy of the amended charges will at once be forwarded to Army Headquarters.

Composition and Procedure of Courts-Martial

552. In addition to the restrictions in the rank of officers appointed to serve on courts-martial which are prescribed by the Army Act, and the Rules of Procedure, the following rules will be observed:—

- (i) Whenever a general officer or a colonel is available to sit as president of a general court-martial, an officer of inferior rank will not be appointed.
- (ii) When the commanding officer of a corps is to be tried, as many members as possible will be officers who have held or are holding commands equivalent to that held by the accused.

553. In the case of a general court-martial, when a trial is likely to be prolonged, it will usually be expedient to form the court of a larger number than the legal minimum, and two or four additional members should be detailed. Waiting members should also be detailed to meet reduction by challenge. For a district court-martial the legal minimum will ordinarily be sufficient; but, if necessary, a larger number may be detailed, and waiting members provided. For the trial of doubtful or complicated cases a district court-martial should, when possible, consist of five officers. When the minimum number is detailed, not more than one member should be a subaltern.

554. (a) The president of a court-martial must be named in the order for assembly of the court. The members and the waiting members may be mentioned by name or the number and ranks and the unit to which they belong may alone be named.

(b) When the composition of a court-martial differs from the normal, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, the prescribed form of the order convening the court must be strictly followed, as the legality of the trial may depend on the correct wording of the order.

(c) It is essential that M.F.B. 220 should be free from alterations or erasures as regards the portion relating to the officers appointed and detailed to compose the court. Where alterations in the composition of the court are necessary at any time after M.F.B. 220 has been prepared, this document will be withdrawn and a new M.F.B. 220 will be substituted. This procedure is not necessary when a waiting member is directed to serve on a court-martial.

555. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the accused is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the accused. Drunkenness is no excuse for the commission of an offence, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence with which he is charged, the prosecutor should bring out this fact in evidence.

556. Courts-martial will usually be held between 1000 and 1600 hours or 1100 and 1700 hours, at such hours as will interfere as little as possible with parades and other regimental instruction. A court-martial should not ordinarily be required to sit for more than six, or at the most, eight, hours during one day.

557. An accused person for trial will be examined by a medical officer on the morning of each day the court is ordered to sit, and a commanding officer is responsible for ensuring that no accused person is brought before a court-martial if, in the opinion of the medical officer, he is unfit to undergo his trial. An accused person brought before a court-martial will, if he is an officer, warrant officer, or non-commissioned

officer, be attended by an officer or non-commissioned officer having him in custody, or, if of lower rank, by an escort. The officer or non-commissioned officer in charge will be responsible for his safe conduct, but will obey the directions of the court while the accused is in court. An accused person will not be handcuffed, unless this is absolutely necessary for the purpose of preventing his escape or rescue, or of restraining his violent conduct.

558. When a soldier is to be tried for any offence, the particulars of his character and of former convictions by courts-martial or by civil courts when serving under previous attestations will be obtained, both for the information of the convening officer and for the purpose of being given in evidence before the court-martial. The particulars of all such convictions will be included in M.F.B. 355 so that the court can more easily obtain a comprehensive idea of the accused's character. Civil convictions for offences committed while the soldier was in a state of absence or desertion should also be included in M.F.B. 355. Trial should not be unduly delayed if difficulty occurs in procuring documents in relation to any previous service which can be dispensed with.

559. In cases where it is necessary to prove that a soldier was a defaulter at the time of the commission of an offence for which he is to be tried by court-martial, a certified true copy of the record of the punishment awarded, so far as it consists of confinement to barracks, taken from the guard report (M.F.B. 237), or the minor offence report (M.F.B. 224), as the case may be, will be produced in evidence before the court-martial by a witness on oath, and will be attached to the proceedings. The copy of the record will be prepared in the following form:—

Copy of a record in the Guard Report (M.F.B. 237), or Minor Offence Report (M.F.B. 224), of the.....Regiment, dated..... (date to be stated), showing the punishment of confinement to barracks awarded on that date to the undermentioned soldier:—

Corps	Squadron, battery or company	Regimental No.	Rank	Name	Punishment awarded	By whom awarded

(Signed).....
Commanding..... Battalion..... Regiment.
Certified true copy.
.....(Signature).
Commanding..... Battalion..... Regiment.
(for Adjutant).

560. When an original document is furnished to the prosecutor to be produced in evidence before a court-martial, it will usually be annexed to the proceedings. If, however, the original document is urgently required for other purposes, a certified true copy should be produced to the court, together with the original, the former being attached to the proceedings, and the latter returned to its proper custodian. Documents the actual appearance of which is material to the case (e.g., alleged forgeries) will always be attached in original.

561. When an original document has not been returned within a reasonable time, the proper custodian of that document will be responsible for its recovery.

562. The following shall be the oath to be administered by the prescribed person to every member of every court-martial before the commencement of the trial:—

"I swear by Almighty God that I will well and truly try the accused (or accused persons) before the Court according to the evidence, and that I will duly administer justice according to the laws in force for the Government of the Militia of Canada, without partiality, favour or affection, and I do further swear that, except so far as may be permitted by instructions of the Minister for the purpose of communicating the sentence to the accused. I will not divulge the sentence of the Court until it is duly confirmed, and I do further swear that I will not on any account at any time whatsoever disclose or discover the vote or opinion of any particular member of this court-martial unless thereunto required in due course of law."

Sentences of Courts-Martial

563. (a) When passing sentence, a court-martial will have regard not only to the nature and degree of the offence and the previous character of the accused, as proved in evidence, but also to the nature and amount of any such consequences which, by virtue of any statute, warrant, order, or regulation, are involved in their finding, or entailed by their sentence, in addition to the punishment awarded by the court. Where attention has been called in local orders to the unusual prevalence of the offence whereof the accused has been found guilty, the court will also pay regard to the fact that such warning has been issued.

(b) All convictions, whether by courts-martial or by civil courts (except as provided in para. 1518 (a) and (b) for offences committed by a soldier, since his first enlistment, including any time passed in a state of desertion, will be given in evidence against him. The court will consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment or detention they will keep in view the locality and climate in which the accused has to undergo his sentence. Sentences must vary according to the requirements of discipline, but in ordinary circumstances, and for the first offence, a sentence should be light. Care must be taken to discriminate between offences due to youth, temper, sudden temptation or unaccustomed surroundings, and those due to premeditated misconduct.

(c) If the accused has elected to be tried by a district court-martial instead of submitting to the jurisdiction of his commanding officer, his punishment should not on that ground be increased. In ordinary circumstances the court should not award a heavier sentence than that which the commanding officer had power to award.

(d) A soldier who is convicted by a court-martial of an offence under Sections 17, 18 (4) or (5) or 41 of the Army Act, ought, unless in the opinion of the court there are special reasons to the contrary, to be sentenced to imprisonment, and undergo his sentence in a civil prison but in cases where the confirming officer does not consider the soldier should be discharged as a consequence of his conviction, he may commute the sentence of imprisonment to one of detention.

(e) Except as provided in the preceding sub-paragraph, a soldier sentenced by a court-martial to imprisonment with or without discharge with ignominy, will be committed to a military prison to undergo his sentence, if such prison is available, otherwise he will undergo his sentence in a civil prison.

(f) Detention was introduced into the scale of punishment in order that soldiers, who are convicted of offences which do not warrant discharge, should not, as a rule, be subject to the stigma attached to imprisonment. The latter punishment ought, as a rule, to be reserved for men convicted of serious offences, or of grave military offences, which, in the opinion of the court render their discharge with ignominy advisable. Amdt. (No. 120) 5 Apr 48.

(g) A soldier who is convicted by a court-martial of a purely military offence and who, at the expiration of his sentence, will rejoin his corps, should not ordinarily be sentenced to imprisonment.

(h) Where a soldier has for a purely military offence been sentenced by a court-martial to imprisonment without discharge with ignominy, the confirming officer, or other superior authority, should, except under very special circumstances, commute the sentence to a sentence of detention.

(i) When a sentence of imprisonment is commuted into one of detention, the term of detention must in no case exceed the term of imprisonment originally awarded.

(j) A sentence of detention, being lower in the scale of punishments than imprisonment, cannot be commuted into one of imprisonment.

(k) Where a soldier has been sentenced to imprisonment and to be discharged with ignominy, and a confirming officer, or other superior authority, commutes the imprisonment to detention, he will, in such a case, remit the discharge with ignominy, as such a discharge cannot accompany a sentence of detention. The converse will also hold good, that is, when a confirming officer, or other superior authority, remits a discharge with ignominy, he will at the same time commute the sentence of imprisonment to one of detention.

(l) A soldier awarded detention will undergo his sentence in a detention barrack or a branch detention barrack. He cannot be sent to a prison for that purpose, but a soldier sentenced to imprisonment may undergo his sentence in a detention barrack.

(m) The following general instructions are issued for the guidance of courts-martial, but nothing contained in them must be construed as limiting the discretion of the court to pass any legal sentence, whether in accordance with these instructions or not, if in their opinion there is any good reason for doing so:—

Offences	Punishment		Remarks
	Detention Period	Imprisonment Period	
(i) In the absence of a previous conviction, or of aggravating circumstances, or of antecedents appearing to require a severe lesson, or of an unusual prevalence* in the unit or garrison of the species of offence forming the subject of the charge. First desertion within first 6 months' service, and when not under orders for embarkation. Leaving guard or post. Offence of sentries. Insubordinate or threatening language. Disobedience not of a grave nature. Resisting escort, not involving an attempt at serious injury. Breaking out of barracks. Neglect of orders. Absence. Failing to appear at parade. Being out of bounds. Drunkenness. Release of person or allowing person to escape (not wilfully). Escaping from custody. Loss of kit, etc. Irregularity or omission in regard to returns (not fraudulent). Minor contempt of court-martial. False answer on attestation. Conduct to prejudice, etc. (not of a serious nature).	Not exceeding 28 days.	An addition of from 7 to 28 days' detention may appropriately be made in the case of each previous conviction whether for a similar, or any other offence or of any circumstances that aggravate the gravity of the offence.

Offences	Punishment		Remarks
	Detention Period	Imprisonment Period	
(ii) Striking a superior officer..... Disobeying a lawful command (graver cases). Desertion other than under (i). Fraudulent enlistment. False evidence. False accusations. Conduct to prejudice, etc. (of a more serious nature than under (i)).	Not exceeding 112 days.		If the offence has been repeated, or attended with circumstances which add to its gravity a sentence should be proportionately increased. Offences of violence under Army Act, Sec. 8, in their gravest form, may justify a sentence of imprisonment or, if the charge is laid under Sec. 8 (1) and the court has the necessary powers of penal servitude. Offences under Army Act, Sec. 8 (1) should normally be punished more severely than those under Sec. 8 (2) (see para. 528, and Manual of Military Law, 1929, Chap. III, para. 8).
(iii) Ordinary theft..... Frauds.		Not exceeding 112 days.	If the offence has been repeated, or attended with circumstances which add to its gravity, a sentence of from 113 days to 6 months imprisonment should suffice. If repeated three or more times, a sentence of imprisonment for 1 year and upwards should suffice.
(iv) An offence under Section 32 of the Army Act.		Not exceeding 6 months.	If repeated, a sentence of imprisonment for 1 year and upwards should suffice.
(v) Disgraceful conduct of a cruel, indecent or unnatural kind under Sec. 18 (5) of the Army Act.		Not exceeding 1 year.	If the offence has been committed under circumstances which add to its gravity, the sentence should be proportionately increased up to the maximum of 2 years.
(vi) Offences under Section 41 of the Army Act.		According to nature of offence and attendant circumstances. See para. 5 Ch. VII, M.M. L. 1929.	In awarding punishment for civil offences, the court will be guided by exactly the same principles as those which guide them in punishing military offences. See paras. 76-86, Chap. V, Manual of Military Law, 1929.

* Where an offence is unusually prevalent in a district or garrison, attention should be drawn to the fact periodically in local orders, and not by special directions to courts-martial.

† Cases of absence, or failing to appear at parade, which involve the avoidance of embarkation will be held to aggravate the gravity of such offences.

(n) When an offender is convicted on two or more charges, the sentence should be that which is considered adequate for the gravest of the offences, with some addition for each of the other charges.

(o) The addition of "discharge with ignominy" to a sentence of imprisonment is, as a rule, advisable in the case of any persistent offender, e.g., one who has been twice previously convicted of desertion or fraudulent enlistment. It should also be awarded for an offence under (iii), (iv), (v) or (vi) of sub-para. (m).

564. When a court-martial passes sentence on a soldier already under sentence of imprisonment or detention, or on a soldier tried at the expiration of a term of imprisonment or detention for an offence committed or discovered during its continuance, regard must be had to proviso (1B) to Section 44 of the Army Act; the limit of two consecutive years of imprisonment or detention, including the term already undergone, will under no circumstances be exceeded. If the offence is of so serious a nature as to require a more severe punishment than can be inflicted under this rule, penal servitude, when applicable, should be awarded in lieu of imprisonment.

565. A court-martial in framing sentences will observe the following rules:—

- (i) Terms of imprisonment or detention not amounting to six months will be awarded in days.
- (ii) Terms of imprisonment or detention of one year and two years will be awarded in years.
- (iii) Other terms of imprisonment or detention will be awarded in months, or, if required, in months and days.

566. When a soldier has been convicted by court-martial of theft, embezzlement, or receiving with guilty knowledge, Section 75 of the Army Act provides for the restitution of the stolen property in certain cases. If the soldier has been sentenced to be placed under stoppages in respect of the property stolen, or unlawfully obtained, and any sum of money which may have been found upon him has been appropriated to the above use, he should be placed under stoppages for the balance only of the stoppage awarded by the court.

Confirmation and Promulgation of Proceedings

567. As soon as the proceedings of a court-martial are received by an officer having power to confirm the same, he may, or if the sentence is one which must be approved by the Governor-in-Council, the convening authority may and in normal circumstances should, at once order the release of the accused if the sentence awarded by the court is lower in the scale of punishments set out in Section 44 of the Army Act than dismissal from His Majesty's Service in the case of an officer, or discharge with ignominy in the case of a soldier. If the sentence is, or includes, forfeiture of seniority of rank, or reduction to a lower grade or to the ranks, instructions should, at the same time, be given that the accused should not, unless the exigencies of the service demand it, be placed on any duty whatsoever until after the promulgation of the proceedings; in such cases the accused may, in the interests of discipline, be placed in open arrest instead of being released from arrest.

568. Except as provided for in para. 526 a commanding officer who has investigated a case in his capacity as commanding officer cannot subsequently confirm the proceedings of a court-martial arising out of the same matter. If he purports so to act in a case outside the exceptions, the proceedings are not void but must be confirmed by a properly qualified authority.

569. It is the province of a confirming officer, by the exercise of his powers of commutation or mitigation, to regulate the amount of punishment awarded by courts-martial, and to ensure that the finding and sentences are legal, and that no sentence is heavier than the interests of discipline and the merits of the particular case require. In exercising his

powers of commutation or mitigation the confirming officer will be guided by the instructions in para. 563 in order that, having due regard to the soldier's character, etc., no great disparity may exist between sentences awarded for similar offences.

570. (a) A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the finding and sentence, or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

(b) When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or, in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In no case will he comment upon a finding of "not guilty" (except as laid down in para. 572) or upon the inadequacy of a sentence, and great care is to be taken not to interfere with the discretion with which the court is vested in the exercise of its judicial functions.

(c) When it appears from a perusal of the proceedings that the mental condition or fitness for service of the accused is open to doubt, the confirming officer will, after confirmation, take steps to ensure that the commandant of the detention barrack or the governor of the prison to which the soldier is committed to undergo his sentence, is informed of the circumstances with a view to the soldier so committed being placed under medical observation and, if considered desirable, admitted to a military hospital. He will also furnish a report of the case to the district officer commanding in whose command such detention barrack or prison is situated.

571. (a) Where statements made by an accused in mitigation of punishment, reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

(b) If such inquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the Judge Advocate-General; in the latter case the outcome of the investigation will be communicated to the judge Advocate-General subsequently.

572. If an officer who would have confirmed the finding and sentence of a court, had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority, who will give such orders as may be necessary.

573. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. When the circumstances of the case admit of reference without undue delay the proceedings of a court-martial that have been confirmed will not be quashed without reference to the Judge-Advocate-General. If the proceedings can be legally sustained,

and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the soldier. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any of the authorities specified in Section 57 (2) of the Army Act. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

574. Any officer or soldier who considers himself aggrieved by the finding or sentence of a court-martial may forward a petition to the confirming or any reviewing authority through the usual channels. If such petition raises any question of law it should be referred to the Judge Advocate-General.

575. (a) When a General Court-Martial is held in Canada, the proceedings will be transmitted by the Judge Advocate direct to the Officer who convened the Court, and the latter will forward them, together with his recommendation and remarks, to the Judge Advocate-General. If the sentence awarded is one which requires to be confirmed by His Excellency, the Governor in Council, the Judge Advocate-General will, after review, forward the proceedings (together with the necessary Submission to Council) to the Minister of National Defence, who will transmit the same for confirmation by the Governor in Council.

(b) In the case of a General Court-Martial held elsewhere than in Canada, the proceedings will be forwarded to the Officer having power to confirm the Findings and Sentences of such General Court-Martial, who if from any cause he has no power to confirm the Finding and Sentence of that particular Court-Martial, will forward the proceedings to the Judge Advocate-General, Department of National Defence, Ottawa, Canada, who will forward such proceedings to the Minister of National Defence, Ottawa, in order that the decision of His Excellency, the Governor in Council may be obtained thereon.

576. (a) As soon as an officer who has power to confirm the findings and sentence of a court-martial has dealt with any proceedings by way of confirmation or non-confirmation, he will forward the proceedings direct to the officer commanding the unit to which the accused belongs, in order that they may be promulgated without delay.

(b) Where a confirming officer proposes to recommend suspension of a sentence of penal servitude, imprisonment or detention, or is required to refer such cases to a superior military authority, under the provisions of Section 57A of the Army Act, he will take action in accordance with "Instructions regarding the Suspension and Review of Sentences awarded by Court-Martial" contained in the Manual of Military Law so far as the same may be applicable.

577. (a) In the event of a court-martial resulting in a conviction on all or some of the charges against the accused, the proceedings of the court, including the charges, finding, sentence and confirmation will be promulgated in all cases by communication to the accused; promulgation will only be effected by the above particulars being read out on parade in those cases in which the confirming authority specially directs that this shall be done. The date of promulgation will be recorded on the proceedings.

(b) The results of all courts-martial will be published in the orders of all formations in which appeared the notice of the convening of the court. In every case such results will be published in the orders of the unit concerned in Part I Orders in the case of officers and in Part II Orders in the case of soldiers (see para. 1494).
Amdt. (No. 27) 1st Jan., 1942.

powers of commutation or mitigation the confirming officer will be guided by the instructions in para. 563 in order that, having due regard to the soldier's character, etc., no great disparity may exist between sentences awarded for similar offences.

570. (a) A confirming authority, when the proceedings require confirmation, may confirm or refuse confirmation, or may send back the finding and sentence, or either of them, for revision once, but not more than once, and where the finding only is sent back for revision, the court have power, without any direction, to revise the sentence also.

(b) When the confirming authority finds it necessary to comment upon the proceedings of such a court-martial, whether original or revised, his remarks will be separate from and form no part of the proceedings. They will be communicated in a separate minute to the members of the court, or, in exceptional cases where in the interests of discipline a more public instruction is required, they will be made known in the orders of the command. In no case will he comment upon a finding of "not guilty" (except as laid down in para. 572) or upon the inadequacy of a sentence, and great care is to be taken not to interfere with the discretion with which the court is vested in the exercise of its judicial functions.

(c) When it appears from a perusal of the proceedings that the mental condition or fitness for service of the accused is open to doubt, the confirming officer will, after confirmation, take steps to ensure that the commandant of the detention barrack or the governor of the prison to which the soldier is committed to undergo his sentence, is informed of the circumstances with a view to the soldier so committed being placed under medical observation and, if considered desirable, admitted to a military hospital. He will also furnish a report of the case to the district officer commanding in whose command such detention barrack or prison is situated.

571. (a) Where statements made by an accused in mitigation of punishment, reveal facts which might influence confirming officers in determining the proper sentence, or contain matter which might call for disciplinary action, investigation into the truth or otherwise of such statements should be made by the confirming officer, if practicable, prior to confirmation.

(b) If such inquiry is likely to cause substantial delay in confirmation, confirming officers may confirm the proceedings forthwith, and make investigation with a view to subsequent reconsideration. They will use their own discretion whether they will retain the proceedings or will forward them at once to the Judge Advocate-General; in the latter case the outcome of the investigation will be communicated to the judge Advocate-General subsequently.

572. If an officer who would have confirmed the finding and sentence of a court, had the trial resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the accused has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority, who will give such orders as may be necessary.

573. If it appears to a confirming officer that the proceedings of a court-martial are illegal, or involve substantial injustice to the accused, and he has not confirmed the finding and sentence, he will withhold his confirmation; if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt, he may refer the case for the opinion of superior authority. When the circumstances of the case admit of reference without undue delay the proceedings of a court-martial that have been confirmed will not be quashed without reference to the Judge-Advocate-General. If the proceedings can be legally sustained,

and there is no substantial injustice, but an irregularity has occurred, the conviction may take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the soldier. The same rule will apply when the proceedings of a court-martial, after confirmation, come under the review of any of the authorities specified in Section 57 (2) of the Army Act. Except as above provided, when a soldier has been tried and sentenced by court-martial, and the proceedings have been confirmed, but the sentence has been wholly remitted, the remission does not extend to any penalty or forfeiture consequent on the conviction.

574. (a) Any person tried by court-martial, who considers himself aggrieved by any finding or the sentence thereof, may forward a petition, which will contain the grounds of his grievance, be signed by himself and addressed as follows:—

- (i) if the proceedings have not been promulgated, to the appropriate confirming authority;
- (ii) if the proceedings have been promulgated, and whether or not a petition has been submitted by the accused to the appropriate confirming authority; to any superior military authority or to the Governor in Council.

(b) Where a petition is not addressed as provided in sub-para. (a), it may be dealt with before promulgation by the appropriate confirming authority and after promulgation by any competent superior military authority.

(c) A petitioner shall not be entitled after promulgation to submit more than one petition and it must be forwarded by him within six months after the date of promulgation, unless a superior military authority otherwise permits, which permission shall not be granted unless the applicant therefor disclosed new and substantial grounds either in fact or in law in support thereof.

(d) For the purpose of taking appropriate action on a petition which is allowed in whole or in part, a superior military authority shall have the power of an authority under para. 573 and the power of the authorities specified in section 57 (2) of the Army Act to mitigate, remit or commute a sentence. Provided that such powers shall not be exercised by a superior military authority, where the sentence has been confirmed by the Governor in Council, or where he holds a command or rank inferior to that of the authority confirming the sentence, unless such superior military authority is authorized by the confirming authority, or any authority superior to the confirming authority to exercise such powers.

(e) If a superior military authority is one who may not in respect of a petition exercise the powers mentioned in sub-para. (d), or if for any reason he sees fit, or has been directed by superior authority, not to deal with the petition, the petition will be returned to the petitioner, who may then, not later than six months from the receipt thereof by the petitioner, submit it to another authority competent to act on the petition.

(f) Any petition may be referred by a superior military authority to the Governor in Council.

(g) If any petition raises a question of law, the authority to whom said petition is addressed will, before dealing with it, refer the petition to the Judge Advocate-General or such officer as the latter may designate for advice or opinion on such question of law, provided that, with respect to any such petition addressed to the Governor in Council, such reference will be made by the Adjutant-General prior to the petition being submitted to the Governor in Council and the advice or opinion expressed on said question of law will be set out in the submission with which such petition is forwarded to the Governor in Council.

(h) Any redress granted on a petition will be promulgated to the petitioner, and if any petition is disallowed, in whole or in part, the petitioner will be so advised.

Amdt. (No. 55) 26th Apr., 44.

(i) In this paragraph the expression "superior military authority" means an authority appointed by the Minister under section 57A (9) of the Army Act in his exercise of the powers of the Army Council.

575. (a) When a General Court-Martial is held in Canada the proceedings will be transmitted by the Judge Advocate direct or through the Officer who convened the Court to the Judge Advocate-General. If the sentence awarded is one which requires to be confirmed by the Governor in Council, the Judge Advocate-General will, after review, forward the proceedings (together with the necessary submission to Council) through the Adjutant-General, who will append his recommendation, to the Minister of National Defence who will transmit the same for confirmation by the Governor in Council.

(b) In the case of a General Court-Martial held elsewhere than in Canada, the proceedings will be forwarded to the Officer having power to confirm the Findings and Sentences of such General Court-Martial, who if from any cause he has no power to confirm the Finding and Sentence of that particular Court-Martial, will forward the proceedings to the Judge Advocate-General, Department of National Defence, Ottawa, Canada, who will forward such proceedings to the Minister of National Defence, Ottawa, in order that the decision of His Excellency, the Governor in Council may be obtained thereon.

576. (a) As soon as an officer who has power to confirm the findings and sentence of a court-martial has dealt with any proceedings by way of confirmation or non-confirmation, he will forward the proceedings direct to the officer commanding the unit to which the accused belongs, in order that they may be promulgated without delay.

(b) Where a confirming officer proposes to recommend suspension of a sentence of penal servitude, imprisonment or detention, or is required to refer such cases to a superior military authority, under the provisions of Section 57A of the Army Act, he will take action in accordance with "Instructions regarding the Suspension and Review of Sentences awarded by Court-Martial" contained in the Manual of Military Law so far as the same may be applicable.

577. (a) In the event of a court-martial resulting in a conviction on all or some of the charges against the accused, the proceedings of the court, including the charges, finding, sentence and confirmation will be promulgated in all cases by communication to the accused; promulgation will only be effected by the above particulars being read out on parade in those cases in which the confirming authority specially directs that this shall be done. The date of promulgation will be recorded on the proceedings.

(b) The results of all courts-martial in respect to both officers and soldiers, will be published in Part II Orders of all formations and units in which appeared the notice of the convening of the court. In the case of officers the procedure outlined in para. 1494A will be followed.

(c) If, subsequent to conviction but before promulgation can be effected, an accused absents himself, and a declaration by a court of inquiry under Section 72 of the Army Act is made in respect thereof, or in the case of an officer if the commanding officer furnishes a certificate (to be annexed to the court-martial proceedings) that the accused has been absent without leave for a period of 21 clear days, the proceedings of the court-martial may be promulgated by the publication of the foregoing particulars in Part II Orders of the unit. They will, however, forthwith be communicated to the accused upon his apprehension (if liable for further service) or surrender.

578. All proceedings of courts-martial, whether transmitted before or after promulgation, will be accompanied by a letter specifying the nature of the contents.

Amdt. (No. 27) 1st Jan., 1942.

Amdt. (No. 58) 24th July, 1944.

Amdt. (No. 63) 30th Dec., 1944.

579. (a) The proceedings of a district court-martial will, when promulgated, be returned to the district officer commanding, who will make any necessary communication respecting them to the president and judge advocate (if any) for their information. The district officer commanding will then transmit them to the Judge Advocate-General without delay.

(b) The proceedings of a general court-martial will, after promulgation, be forwarded to the Judge Advocate-General, National Defence Headquarters.

580. In forwarding proceedings which disclose any matters which appear to require investigation, such as allegations as to irregularities or statements as to the mental condition (or fitness for service) of the accused, made either in mitigation of punishment or on the recommendation of the court, or otherwise, the covering letter will state that steps have been taken, or are being taken, to inquire into the matter in question. In cases where the accused has been convicted of misappropriating sums of money which involve errors in his or in other soldiers' pay accounts, the covering letter will also state whether appropriate steps are being taken, or have been taken, to adjust the accounts, as laid down in the Pay and Allowance Regulations.

581. If the proceedings of a general court-martial or district court-martial have not been forwarded to the Judge Advocate-General within one month from the date of confirmation, a special report of the cause of delay will be made.

3.—DISPOSAL OF PERSONS UNDER SENTENCE

General Instructions

582. The forms for the commitment, removal, transfer and release of soldiers sentenced by court-martial to penal servitude, imprisonment or detention, or awarded detention by order of a commanding officer are annexed to the Rules of Procedure and are issued as Army Forms, and will be referred to in these regulations by the letters they bear in those rules.

583. The powers and functions of the several authorities named in respect of the commitment, removal, transfer and release of military convicts and persons under sentence are defined in Sections 58 to 68 of the Army Act, and Rule of Procedure 126.

584. With reference to Sections 131, 133 and 138 of the Militia Act (Chapter 132 of the Revised Statutes of Canada, 1927), the following regulations are authorized with a view to putting into effect the provisions of said Sections 131 and 133:—

- (i) In addition to district officers commanding, each of the hereinafter mentioned persons is hereby authorized to issue warrants under his hand for the purposes stated in said Section 131, and also for the purpose of committing soldiers under sentence of detention to the places hereinafter referred to, viz.: The Adjutant-General, and, so far as relates to his own command, every officer duly appointed to command two or more districts grouped together for the purpose of command and administration, as provided for by Section 19 (b) of the Militia Act; and the commanding officer of any person mentioned in a warrant and delivered into custody under the provisions of said Section 131 or 133. Provided always that when the Adjutant-General is absent from National Defence Headquarters, or is on leave of absence, the officer acting in his stead shall be the proper person to issue such warrants, in the place and stead of the Adjutant-General, and that when a district officer commanding is absent from his command, or is on leave of

absence, the officer acting in his stead, in the said district shall be the proper person to sign such warrants in the place and stead of the absent district officer commanding.

- (ii) The Minister may specially appoint such place or places wherein soldiers under sentence of detention will serve such sentence or be detained. The places so appointed will be notified in Militia Orders. The regulations governing detention barracks, branch detention barracks, and detention rooms, will be such as are from time to time made by the Governor-in-Council, and will be promulgated in General Orders.

Committal of Soldiers under Sentence

585. A soldier sentenced to penal servitude (that is, a military convict) will be committed to the nearest civil prison for transfer therefrom to the penitentiary in which he will undergo his sentence. The order of commitment will be signed by the commanding officer of the military convict, unless he receives a commitment signed by some superior authority. The order of commitment used shall be Form A contained in Appendix III annexed to the Rules of Procedure, such form to be amended as follows,—for the expression “transferred to a prison in which a prisoner sentenced to penal servitude by a civil court in the United Kingdom, can, for the time being, be confined either permanently or temporarily” there will be substituted “transferred to the penitentiary for that portion of Canada wherein was held the court-martial which awarded the afore-said sentence.”

586. A soldier sentenced to penal servitude, imprisonment, or detention, as the case may be, will be classified as follows:—

- (i) A soldier sentenced to penal servitude shall undergo his sentence in the penitentiary for that portion of Canada in which such soldier was tried by court-martial and so sentenced.
- (ii) A soldier sentenced to imprisonment will be committed to the nearest civil prison where accommodation is available.
- (iii) A soldier sentenced to detention will be committed to the nearest detention barrack or branch detention barrack where accommodation is available, but if the term of detention to be undergone does not exceed 28 days, and there is no detention barrack or branch detention barrack at the station, the detention may be undergone in duly certified detention rooms.

586A. Notwithstanding anything in these regulations contained, a soldier under sentence of penal servitude or imprisonment with or without hard labour may undergo his sentence in any institution which the Governor General in Council, pursuant to Section 133 of the Militia Act, may designate, provided that a soldier on whom a sentence of imprisonment has been passed by a court-martial shall not undergo such sentence in a penitentiary.

587. In the case of a soldier sentenced to imprisonment, the order of commitment to a civil prison or to a detention barrack (Form C) will be signed by the soldier's commanding officer, unless he receives a commitment signed by some superior authority. In the case of a soldier sentenced to detention, the order of commitment to a detention barrack or detention room (Form D and G) will be signed by the soldier's commanding officer, and when a soldier who has been sentenced to imprisonment, and who is temporarily confined in a branch detention barrack or detention room, is transferred to a civil prison or detention barrack a fresh commitment (Form C) must be sent with him for his admission into a civil prison or detention barrack.

588. Every commitment to a civil prison or to a detention barrack will be accompanied by a medical certificate of the state of health of the soldier. When the medical officer considers the soldier unfit for the ordinary hard labour, he will state the grounds on which his opinion is based.

589. When a soldier is committed to a detention barrack, his conduct sheets and medical history sheet will be sent with him. On the soldier's release they will be returned to the commanding officer. When the commitment is to a civil prison copies only of the above documents will be sent with him.

590. A soldier committed to a civil prison will be sent so as to arrive at the hour usual at the prison and in any case before 2200 hours. A soldier sent to a detention barrack or detention room is not to arrive later than 1700 hours.

Removal of Soldier Under Sentence

591. When a unit moves from one place to another, a soldier undergoing sentence in a civil prison, or detention barrack will, as a rule, remain there until the termination of his sentence, unless permission is received from National Defence Headquarters for the soldier to accompany his unit. A soldier undergoing a sentence by court-martial may be removed from the prison or detention barrack by the military authorities in order to bring him before a military or civil court either for trial, or as a witness or otherwise.

592. When a soldier undergoing a sentence of imprisonment or detention, or who is in military custody, is bound over under recognizances to appear as a witness before a civil court, and it is necessary to send him there under escort, the non-commissioned officer in charge will be furnished with the necessary funds by his commanding officer, and will be instructed to apply to the court for the expenses of the escort, and those of the soldier. Failing the grant of expenses, the commanding officer will report the circumstances to National Defence Headquarters.

593. (a) An order for the delivery into military custody of a soldier from a public prison or detention barrack, for the purpose of being brought before a court-martial or civil court, or for any other purpose, will be made on Form K or L. The escort which removes him will obtain from the governor of the gaol, or the commandant of the detention barrack, the original order of commitment, and will return it to the governor of the gaol, or the commandant of the detention barrack, to which the soldier is returned. If he is returned to a different prison, or detention barrack, one of the authorities in or under whose command the soldier is at the time of his return, will make an order for his return to that prison, or detention barrack (on Form K or L), which will be delivered to the governor or commandant with the original order of commitment.

(b) Application will be made to National Defence Headquarters for the removal of a soldier under sentence of a civil court.

594. Section 172(5) of the Army Act authorizes (although it does not oblige) the commander of a ship to receive and detain, as in military custody, any soldier or military convict, or person subject to military law, charged with an offence, whose conveyance by sea has been sanctioned by a military authority. When, therefore, a soldier is sent by sea either without an escort, or with an insufficient escort, under this provision, a special order authorizing the soldier to be conveyed by sea should be issued, either at the place of departure or at the port of embarkation, and produced to the commander of the ship. The embarkation of the soldier should be duly notified to the officer commanding at the port of disembarkation, in order that proper arrangements may be made there to receive him over from the commander of the ship.

595. When a soldier under sentence is included in an unarmed draft, a suitable number of men of the draft will be supplied with side-arms, etc., and employed as an escort. The arms, etc., will on arrival of the draft at the port of embarkation be handed over by the officer in command to the staff officer in charge, who will arrange with the local ordnance officer for their being returned to the unit which furnishes the draft.

596. When a unit changes station, a soldier confined in a detention room will be taken with it, and recommitted to the detention room at the new station. The removal from the detention room will be effected by an order (Form N) signed by the commanding officer.

Remission of Sentence

597. (a) In every case in which a sentence of penal servitude, imprisonment or detention to which a soldier is sentenced by court-martial is mitigated, or commuted, or part thereof is remitted by the confirming officer under Section 57(1), Army Act, the committing authority will enter such mitigation, commutation or remission on the committal warrant (see notes to Forms A, B, BB, C, and D, described in Appendix III, Rules of Procedure, 1926).

(b) In every case in which a sentence of penal servitude, imprisonment or detention, which a soldier is undergoing, is mitigated, or commuted, or the residue or any part thereof is remitted by an authority under Section 57(2), Army Act, such authority will be responsible for immediately forwarding direct to the governor of the prison or officer commanding the detention barrack, in which the soldier is undergoing sentence, formal notice of such mitigation, commutation or remission for promulgation to the soldier. Such notice will be affixed by the governor or officer commanding the detention barrack to the committal warrant and will not be subsequently removed. Mitigation, commutation or remission is not complete until promulgated to the soldier; consequently the authority authorizing the mitigation, etc., may always revise his decision before it is promulgated. In cases where a soldier undergoing sentence has been moved outside the command in which he was convicted, the authorities in whose command the prison or detention barrack is situated will not exercise their powers under Section 57(2) of the Army Act without reference to the district officer commanding the district in which the offender was convicted.

Release from Prison or Detention Barrack

598. An order for the release of a soldier confined in a public prison or detention barrack under sentence of court-martial will not be required unless his release is desired before the termination of the sentence. A soldier released from a public prison or detention barrack cannot be received over into military custody under the sentence which he has been undergoing. The competent military authority under Section 66(3) of the Army Act may, by an order signed by him (Form H or I), cause a soldier under sentence to be released from a public prison or detention barrack, but the order should not be made unless the residue of the sentence has been remitted by competent authority under Section 57 (2) of the Army Act, and the immediate liberation of the soldier is necessary. The order will be transmitted or delivered in such a manner as to enable the governor of the prison or commandant of the detention barrack to determine the authenticity of the order.

599. When a soldier is undergoing detention under award of his commanding officer, the commanding officer of that soldier may, by an order signed by him (on Form J), cause the soldier to be released from the detention barrack, or barrack detention room, before the expiration of the award.

600. A soldier released from detention under the preceding paragraph may be released from further confinement, or may be kept in confinement in the guard detention room until the expiration of the term of detention awarded, as may be ordered by the commanding officer. If released, the release will be held to include remission of the unexpired portion of the detention. If the release is made for the purpose of removal with his corps, or for embarkation, the soldier will be received into custody of an escort.

601. A soldier released from prison, detention barrack, or detention room at any hour will be confined to barracks, and be exempted from duty, on that day. The soldier will be so informed.

Escorts

602. The escort of a soldier will, as a rule, consist of one non-commissioned officer (not below the rank of corporal) and one private soldier, but in the case of a soldier for committal to detention barrack the escort should ordinarily be limited to one non-commissioned officer or a selected private soldier. A commanding officer may, however, increase the escort to the normal strength if, in his opinion, the circumstances warrant it. When a soldier is to be conducted to his unit after surrendering himself, a non-commissioned officer only is sufficient. In the latter case the conducting non-commissioned officer will take with him an order, signed by the commanding officer of the unit, directing the deserter's temporary release from arrest, without prejudice to his re-arrest and confinement which will be effected on arrival at his unit. When parties of two or more soldiers are to be removed from one station to another the number of private soldiers to form the escort need not in ordinary cases exceed half the number to be escorted.

603. Covered conveyance for a soldier proceeding to prison should in all cases be provided. A soldier proceeding to a detention barrack should be marched, unless, in the opinion of the commanding officer, exceptional circumstances render the provision of a conveyance necessary.

604. An escort is answerable for the safety of a soldier entrusted to its charge, and will be provided with handcuffs from the regimental stores for use if necessary. If a commanding officer considers it necessary that a soldier should be handcuffed in any special case, he will give orders accordingly. When it is necessary to handcuff a soldier, dressed in uniform or plain clothes, a covered conveyance will be provided as directed in para. 603. A soldier should never be marched handcuffed in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

605. (a) A soldier on completion of his imprisonment or detention will be conducted to the railway station under local arrangements and furnished with detailed instructions, in writing, as to his journey and to whom he will report on arrival at his destination. No conducting non-commissioned officer will travel with him.

(b) Where the soldier's unit is in the same station as the detention barracks, he will be ordered to report to his unit on release from detention barracks without a conducting non-commissioned officer.

606. A non-commissioned officer sent to receive a soldier from military custody in another corps will be provided with money to pay for subsistence while in barracks or in a guard detention room.

Calculation of Expiration of Sentence

607. The rule for calculating the date on which sentences expire, unless a remission of any portion has been earned by good conduct under the Rules for Military Detention Barracks and Military Prisons, will be apparent from the following examples:—

- (i) A sentence of eight months' imprisonment or detention awarded on the 30th September expires on the following 29th May. If awarded on the 1st October it expires on the 31st May.
- (ii) A sentence of nine months' imprisonment or detention awarded on the 29th, 30th, or 31st May expires on the last day of the following February, except in Leap Year, when a sentence awarded on the 29th May would expire on the 28th February.

4.—DETENTION BARRACKS, AND BARRACK DETENTION ROOMS**General Instructions**

608. Orders as to the inspection, administration and interior economy of detention barracks, and the discipline and military training therein, will be issued by the Adjutant-General.

609. (a) A soldier committed to detention barracks will be clothed and equipped as under:—

- (i) If there is no question of discharge from the Militia during detention, he will take with him all articles of personal clothing and necessaries in accordance with instructions laid down in Regulations for the Clothing of the Canadian Militia (Part I). He will also take with him equipment complete, but not arms.
- (ii) If discharge has been approved, or is being applied for, or if there is any uncertainty in regard to discharge, he will take with him only the articles of clothing and necessaries specified in Regulations for the Clothing of the Canadian Militia (Part I). He will not take arms or any articles of equipment.

(b) Kit inventories (M.F.C. 565) of soldiers so committed will be endorsed "Discharge is under consideration", "Discharge has been applied for", or "Discharge contemplated", and signed by the officer commanding.

610. A soldier sentenced to a term of imprisonment or detention exceeding the period authorized to be carried out in the available branch detention barrack may nevertheless be committed to such detention barrack or to a barrack detention room pending removal to a prison or to another detention barrack.

611. A detention barrack, branch detention barrack or barrack detention room may be used for the safe custody of a soldier who has been remanded for trial by court-martial, or who has been tried and is waiting the promulgation of the finding and sentence of a court-martial whenever there is accommodation and arrangements can be made for his being supplied with the ordinary rations and messing of a soldier during such detention. The commitment will be made on Form R. He should be allowed to take exercise during a reasonable portion of each day, and be kept apart from soldiers undergoing sentence. He will not be required to perform any duty otherwise than as provided in para. 452. As such a man will not receive the ordinary detention barrack diet, he will be shown separately in the detention barrack provision accounts.

612. Before the commitment of a soldier to prison or detention barrack under sentence of court-martial, authority for his release from safe custody as described above will be given on Form S. For the purpose of promulgation of the finding and sentence of the court a soldier will be removed to his corps, when the latter is not inconveniently distant.

613. A room in the detention barrack or a barrack detention room will not be occupied until it has been certified by the district medical officer to be of such a size, and to be ventilated, warmed, and fitted up in such a manner as may be necessary for the health of the occupants. The commanding officer of a unit will be informed, on his arrival at a station, as to the detention rooms which are fit for occupation. The officer commanding a station will ascertain, before permitting soldiers to be committed to a detention barrack, that the foregoing regulations have been complied with.

614. (a) A soldier will be committed to, or released from a detention barrack, branch detention barrack or barrack detention room after the regular dinner hour, and before 1700 hours. The normal hour for release from a detention barrack, branch detention barrack, or barrack detention room will be 1400 hours.

(b) No soldier will be admitted to a detention barrack on a Sunday, Christmas Day, or Good Friday.

615. Any superfluous article in the possession of a soldier who will return to his unit after the completion of his sentence will be taken from him before he is sent to a detention barrack, branch detention barrack or barrack detention room and restored to him upon his return to duty. Any money in possession of the soldier will also be taken from him and will be credited to his account. A receipt for the money so taken will be given to him.

616. Before admission to a detention barrack, branch detention barrack or barrack detention room, a soldier will be examined by a medical officer, who will furnish a certificate as to his state of health, and report any disability likely to interfere with the execution of the punishment awarded.

617. Branch detention barracks and barrack detention rooms will be inspected, and each occupant visited daily, by an orderly officer of the garrison, and by a medical officer who is to be named periodically in orders for that duty. These officers will send daily reports of such inspections to the officer commanding the garrison.

618. (a) The warrant officer or non-commissioned officer in charge of a branch detention barrack or barrack detention room will ascertain, before receiving a soldier into custody, that he has been committed by proper authority, and will receive all such soldiers to the extent of the accommodation available. He will also discharge a soldier before the expiration of his sentence when required to do so by competent authority, but he will be careful that the discharge order bears the signature of the proper officer.

(b) He will report daily to the staff officer of the garrison the number of vacant detention rooms. He will be allowed, as assistants, such a number of soldiers as may be deemed necessary, and a private soldier as cook. A commanding officer before committing a soldier to the branch detention barrack, will ascertain whether he can be received into that barrack.

619. Barrack detention rooms will be placed under the charge of the regimental provost-sergeant, who will be allowed a private soldier as cook and such other assistance as is deemed necessary.

620. When the strength of a detachment is under one squadron or two companies, the barrack detention rooms will be placed under the charge of the non-commissioned officer commanding the barrack-guard, who will perform the duties in connection with the rooms without remuneration.

621. When it is necessary to confine in a barrack detention room a soldier of another unit, such soldier will be attached to and subsisted by the unit to which the rooms are appropriated.

Garrison Provost-Sergeants

622. (a) The garrison provost-sergeant will perform such garrison duties as may be directed by the officer commanding. He will, subject to any garrison orders, visit canteens, repress irregularities, and clear the barracks and military premises of loose and disorderly characters. He will at all times avoid coming into personal collision with soldiers.

(b) He will be assisted in his duties by the garrison police composed of such number of soldiers as may be deemed necessary by the officer commanding.

(c) The garrison provost-sergeant and the garrison police will, for discipline, be placed under the command of a staff officer serving at the station.

Regimental Provost-Sergeants

623. The duties of the regimental provost-sergeant and regimental police are similar to those of the garrison provost-sergeant and garrison police, but will be confined generally to maintaining order in their own barracks and unit. They have authority, however, to quell all disturbances in the garrison, and may, if occasion arises, apprehend an offender of any unit.

624. The regimental provost-sergeant will be assisted in maintaining order and regularity in barracks or camp, by the regimental police, who will be placed under him. Their number will vary according to circumstances, but will never exceed six.

5.—COURTS OF INQUIRY, COMMITTEES AND BOARDS

General Instructions

625. (a) A court of inquiry, committee or board may be assembled by the Minister, or by an officer in command to assist in arriving at a correct conclusion on any subject on which it may be expedient for them to be thoroughly informed; it may be required to give an opinion on any point, but when the inquiry affects the character or military reputation of an officer or soldier full opportunity must be afforded to the officer or soldier of being present throughout the inquiry. A court of inquiry, committee or board of officers may consist of two or more members, its composition being determined by the convening officer according to the circumstances under which it is assembled. Three members, the senior acting as president, will in ordinary cases be sufficient. Where so provided by regulations or by instructions of the Minister, a court of inquiry, committee or board may consist of one or more officers together with one or more warrant or non-commissioned officers. Attention is particularly drawn to the rules for courts of inquiry contained in Rules of Procedure 124 and 125A.

(b) Unless the exigencies of the service render it absolutely necessary, district, garrison, or regimental courts of inquiry, committees and boards should not be held during those hours which are devoted to parades or other instruction of the soldier.

626. No Court of Inquiry, Committee or Board of Officers, the assembly of which involves expense to the public, will be convened without special authority from Army Headquarters except:—

(a) Examinations for qualification of Non-Permanent Active Militia Officers and Non-Commissioned Officers;

(b) Medical Boards required in connection with the retirement or discharge of personnel from the Permanent Force; and,

(c) Where the expense to the public is limited to the costs of attendance of members of the Court, Committee or Board and witnesses who are within the Command in which the Court of Inquiry, Committee or Board of Officers is convened, in which case the General Officer or Brigadier commanding the Command may authorize the incurrence of such expenses without reference to Army Headquarters.

(Effective 27th July, 1946.)

Amdt. (No. 83) 5th Sept., 1946.

627. Courts of inquiry, as a general rule, sit with closed doors, but they may be either open or closed, according to the nature of the investigation, or as may be directed by the convening officer. When the inquiry may affect the character or reputation of an officer or soldier, full opportunity must be afforded to the officer or soldier of being present throughout the inquiry, and such officer or soldier may either answer or refuse to answer any question put to him, or may avail himself of the opportunity to explain any particular act or any part of his conduct on which an imputation prejudicial to him may have arisen. The rank of the officers composing the court should be equal or superior to that of any officer whose conduct or character may be implicated in the investigation. The presence before a court of inquiry of counsel or a professional adviser acting for or on behalf of any officer or soldier is not permissible. The convening officer, however, may detail an officer of the Judge Advocate-General's office to attend at a court of inquiry or board to assist such court or board in the examination of witnesses, or in any other matter wherein the court may require assistance.

628. Unless otherwise specified, the president will fix the time and place for assembly, cause notice of the same to be given all witnesses and persons interested, and preside during the sittings. If the members cannot agree on an opinion collectively, any dissenting member should state, in writing, the nature and extent of the difference, or give his opinion to the president for transmission with the proceedings.

629. (a) Committees and boards differ only from courts of inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for courts of inquiry, but are in no way bound by them.

(b) All proceedings of courts of inquiry, committees, and boards for which special forms are not provided, are to be written on M.F.B. 303. The president and all the members will sign the proceedings.

630. A medical board is composed entirely of medical officers convened to give a technical medical opinion upon any matter referred to it.

631. The hour for the assembly of boards, committees or courts of inquiry in hospital will be arranged between officers commanding units and the medical officer in charge.

632. The officer assembling a court of inquiry, committee, or board, will appoint a president by name, or failing such appointment, the senior member will preside. When the convening officer has so appointed a president, no officer senior in rank to the president will be appointed to serve as a member of the court of inquiry, committee or board.

Losses of Buildings, Stores, Animals and Cash

633. (i) When stores, equipment, clothing or supplies have been lost or damaged by enemy action or by efforts being made to resist enemy action, no Court of Inquiry or valuation will be required. The officer commanding the unit concerned will prepare in quadruplicate an appropriate Certificate Issue Voucher writing off the stores, equipment, clothing or supplies lost or damaged, accompanied by his certificate to the effect that the loss or damage was occasioned by enemy action or by efforts made to resist such action, embodying as well an explanatory statement. One copy of said voucher will be retained by the unit and three copies will be sent to the appropriate officer commanding a command or officer exercising the powers, duties and functions of an officer commanding a command who will retain one copy for record purposes, forward one copy to the command ordnance officer and forward the other copy to Army Headquarters for information. The provisions of clause (ii) of this paragraph and of paragraphs 634 and 635 shall not apply to losses or damage occasioned as herein mentioned.

Amdt. (No. 32) 7th Apr., 1942.

(ii) When moneys, stores, equipment, clothing or supplies of any kind belonging to the public are lost, stolen, destroyed or damaged, or when a deficiency is discovered in any financial or stores account, or in respect of loss of animals other than through natural causes, or in respect of structural damage, the amount of loss, i.e., the value of the moneys, stores, equipment, clothing or supplies lost, stolen, destroyed or deficient, or the cost of making good damages, will be ascertained. The amount of moneys or the value of stores deficient on a financial or store account, as the case may be, means the sum total of the moneys or of the values of the stores deficient on individual headings of account, without any abatement in respect of moneys or stores which may be surplus on other headings of account.

634. When the amount of the loss, theft, destruction, or damage, including the cost of structural repairs, exceeds \$500, the matter will at once be reported to the area commander or officer in charge of administration and subject to paragraph 636, will be dealt with as follows:—

- (i) If responsibility is clearly established and the individual responsible agrees in writing to make good the value of the loss or damage, either by cash payment or through recovery from pay and/or allowances, the area commander or officer in charge of administration may accept such arrangement and may, at his discretion, dispense with any further investigation provided he is of the opinion that the interests of discipline do not necessitate the same.
- (ii) If the area commander or officer in charge of administration is of the opinion that the interests of discipline demand an investigation by a court of inquiry, he will, whether or not a financial settlement as in clause (i) has been arranged, convene a court of inquiry, such court to be composed if possible of officers not belonging to the unit or service concerned. If however, the area commander or officer in charge of administration is of the opinion that the interests of discipline do not demand an investigation by a court of inquiry, then, whether or not a financial settlement as in clause (i) has been arranged, and in his opinion a satisfactory explanation has been given, a court of inquiry need not be convened.
- (iii) If, having regard to the opinion of the court, the area commander or officer in charge of administration considers that the loss is due to neglect of duty, or to any other offence under the Army Act, he will, in the case of an officer apply to the officer commanding a command for instructions, and in other cases either convene a court-martial or apply to the officer commanding a command for authority to dispense with trial by court-martial or other form of disciplinary action upon the individual responsible making a settlement of his liabilities satisfactory to the officer commanding a command. (As regards liability in case of fire caused by negligence see para. 914.)
- (iv) If, as a result of the investigation by a court of inquiry, the area commander or officer in charge of administration is of the opinion that the loss is not due to an offence under military law, but that no satisfactory explanation has been given, he will report to the officer commanding a command whether he recommends that the individual responsible should be called upon to pay the whole or a portion of the loss if the same has not already been

Amdt. (No. 32) 7th Apr., 1942.

Amdt. (No. 35) 2nd Jun., 1942.

Amdt. (No. 83) 5th Sep., 1946.

Amdt. (No. 108) 29th Sep., 1947.

made good by such individual as in (i) above, and, in addition, whether such individual should be superseded for promotion or be removed from his appointment.

- (v) If the area commander or officer in charge of administration is of the opinion, whether or not a Court of Inquiry has been convened, that a satisfactory explanation has been given, he will, except with respect to the loss or theft of public moneys apply to the officer commanding command for authority to write off the loss. The area commander or officer in charge of administration will notify the officer commanding a command immediately upon the occurrence of any loss or theft of public moneys and on completion of investigation will forward a report to the officer commanding a command with full information regarding the matter.
- (vi) Deficiencies in money or supplies, the property of a regimental institute, will be dealt with under the provisions of this paragraph, except that sub-paragraph (iii) shall not apply.

635. When the amount of the loss, theft, destruction or damage including the cost of structural repairs, does not exceed \$500, the following procedure will be complied with:—

- (i) The superior officer of the individual responsible will (except as provided in para. 915) make a full inquiry into the circumstances, and if he cannot dispose of the case regimentally under the clothing or equipment regulations will report thereon to the area commander or officer in charge of administration who may, if he sees fit, and subject to clause (ii) of this paragraph, deal with the case himself, allowing the individual responsible to pay the whole or part of the loss. The said area commander or officer in charge of administration may, except with respect to loss or theft of public moneys, give authority to write off the loss. Should the said area commander or officer in charge of administration authorize the writing off of any loss wherewith he is empowered so to authorize, a full statement of the circumstances with his decision shall be attached as a voucher to the account in respect of which the loss arises.
- (ii) When the loss of stores, equipment, clothing or supplies belonging to the public is presumably due to theft or fraud, the matter will be referred to the officer commanding a command except:
 - (a) In the case of theft or loss presumably due to theft, when the loss does not exceed \$50, and no suspicion attaches to a soldier or other person who can be individually identified, and
 - (b) In the case of theft or fraud or loss presumably due to theft or fraud, when the loss has been made good and no suspicion attaches to the individual required to make good the loss.

635A. (a) The officer commanding a command may authorize the writing off of any loss, theft, destruction or damage of or to stores, equipment, clothing, supplies or property of any kind belonging to the public (but excluding public moneys) within the following limits:

- (i) in the case of theft or loss presumably due to theft, when the amount of the loss does not exceed \$250;
- (ii) in all other cases where the amount of the loss does not exceed \$2,500.

Amdt. (No. 32) 7th April, 1942.
 Amdt. (No. 35) 2nd June, 1942.
 Amdt. (No. 57) 30th June, 1944.
 Amdt. (No. 65) 1st May, 1945.
 Amdt. (No. 83) 5th Sept., 1946.
 Amdt. (No. 108) 29th Sept., 1947.

(b) In cases coming within the limits of sub-paragraph (a) hereof, the officer commanding a command may allow the person or persons deemed responsible to pay the whole or part of the amount of the loss; or may, within the limits of the powers vested in him in that behalf, cause the whole or part of the amount of the loss, as he deems appropriate, to be recovered from the pay of the person or persons deemed responsible, and authorize the writing off of the balance, if any.

(c) All cases beyond the powers of the officer commanding a command as set out herein, will be referred by him to Army Headquarters. (Effective 8th August, 1946.)

636. In respect to the theft or loss of moneys belonging to the public, the case will be considered by the appropriate officers at Army Headquarters who will decide whether a recommendation will be made to the Treasury Board seeking approval to transfer the amount thereof to Deferred Claims Account.

637. (a) When any loss or damage is believed to have been occasioned by an officer or soldier on duty to any company, corporation or person, and it appears probable that such loss or damage will lead to a claim for compensation against the public, the commanding officer of the officer or soldier will at once report the matter to the area commander or officer in charge of administration, who will cause the matter to be investigated forthwith by a court of inquiry, except as provided in sub-para. (d), composed, as far as possible, of officers not belonging to the same unit as the officer or soldier in question.

(b) Such court will inquire generally into the circumstances of the case, and in particular report:—

- (i) The amount of the loss or damage.
- (ii) Whether the officer or soldier was on duty when the loss or damage was alleged to have been occasioned.
- (iii) Whether the loss or damage was occasioned by any wrongful act or negligence on the part of the officer or soldier.

(c) At any court of inquiry held under this regulation full opportunity must be afforded to the officer or soldier concerned of being present throughout the inquiry, of making any statement, and of giving any evidence he may wish to make or give, and cross-examining any witnesses and producing witnesses in his defence.

(d) If it is decided to convene a court-martial in connection with the case, the area commander or officer in charge of administration will exercise his discretion as to whether a court of inquiry will be held or not.

(e) All claims for compensation will be submitted to Army Headquarters for decision supported by the proceedings of any court of inquiry or court-martial held in connection therewith. Where the proceedings of a court-martial have already been forwarded to Army Headquarters for custody, the officer dealing with the claim at Army Headquarters will obtain such proceedings from the Judge Advocate-General.

Loss of Small Arms

638. (i) When firearms have been lost or damaged by enemy action or by efforts being made to resist enemy action, such loss or damage will be dealt with under para. 633 (i) in the same manner as loss or damage referred to therein.

Amdt. (No. 33) 7th Apr., 1942.

Amdt. (No. 52) 8th Mar., 1944.

Amdt. (No. 83) 5th Sept., 1946.

Amdt. (No. 108) 29th Sep., 1947.

(ii) All losses of firearms other than those referred to in sub-para. (i) of this paragraph will be reported to command headquarters immediately they are discovered. The officer commanding a command will arrange for immediate investigation of the circumstances surrounding the loss by court of inquiry or such other means as he may consider appropriate.

(iii) Loss of firearms and all losses or arms other than firearms will be dealt with under paras. 633 to 635 inclusive, King's Regulations and Orders for the Canadian Army, 1939.

Explosions, Accidents and Injuries

639. Should any explosion occur in any magazine, cartridge, or other explosive store, or should an accident caused by an explosion during the firing of guns, etc., and involving severe injuries to personnel or extensive damage to material, happen, the officer commanding the command in which such explosion or accident occurs will, in addition to any other procedure otherwise laid down, notify the occurrence by telegraph direct to Army Headquarters stating the time and place of the court of inquiry ordered to investigate the case.

640. (a) When an officer or soldier of the Permanent Active Militia, whether on or off duty, is maimed, mutilated, or otherwise injured (except by wounds received in action), a report will be forwarded by the medical officer in charge of the case to the commanding officer concerned as soon as possible after the patient's admission to hospital.

(b) When an officer or soldier is injured by or through the fault of, a civilian or civilians, any offer of compensation by way of settlement made by the person or persons causing such injury will at once be reported to Army Headquarters. An officer or soldier should, as soon as possible, report to his superior officer any such offer of compensation. The officer or soldier should be informed that as the acceptance by him of any such compensation might possibly jeopardize his eligibility, if any, for disability pension he should therefore not accept any such offer pending advice from Army Headquarters. If a court of inquiry is held, the fact that compensation was offered should be recorded in the proceedings.

(c) If the medical officer certifies that the injury is of a trivial character, unlikely to cause permanent ill effects, no court of inquiry need be held, unless considered necessary under sub-para. (d) clauses (ii), (iii) and (iv). The report of the medical officer in charge of the case will then be attached to the medical history sheet (M.F.B. 313b) of the officer or soldier, on which it should be recorded whether he was on duty and whether to blame.

(d) In the following cases a court of inquiry will be assembled to investigate the circumstances:—

- (i) If the injury is fatal (unless an inquest is held) or certified by the medical officer to be of a serious nature.
- (ii) If, in the opinion of the commanding officer, doubt exists as to the cause of the injury.
- (iii) If, in the opinion of the commanding officer, it is doubtful whether the officer or soldier was on or off duty at the time he received the injury.
- (iv) In cases where for any reason it is desirable thoroughly to investigate the causes of injury.

In cases where the injured person is a soldier the court may consist of one officer as president, with two warrant officers or senior non-commissioned officers as members.

Amdt. (No. 33) 7th Apr., 1942.

(e) When no evidence as to the circumstances attending the injury, beyond that of the injured person, is forthcoming, it should be so stated in the proceedings. The court will not give any opinion, but the commanding officer concerned will record his opinion on the evidence, stating whether the officer or soldier was on duty and whether to blame. The proceedings will then be sent to the district officer commanding for confirmation, and the latter will state on the proceedings, whether or not he has remitted the hospital stoppages (see Pay and Allowance Regulations). In the Permanent Active Militia a record will be made on CAFB 313 (b), by the commanding officer, that court of inquiry has been held, and also as to whether the officer or soldier was on duty and whether or not to blame. This document will then be passed to the medical officer, who will record his opinion as to the probable effect of the injury on the future fitness for service of the injured person. Finally, the proceedings will be attached to the soldier's original attestation or, in the case of an officer, filed at National Defence Headquarters.

641. (1) When an officer or soldier of the Reserve Force, Supplementary Reserve, the Canadian Officers' Training Corps, or the Cadet Services of Canada, incurs or suffers an injury, disease or illness, under circumstances where such officer or soldier may be entitled to medical care and pay and allowances while incapacitated in accordance with the provisions of the Pay and Allowance Regulations from time to time in effect, the commanding officer shall forward immediately to the officer commanding the command or the area commander, as appropriate, a full report of the circumstances. With this report the commanding officer shall forward the report of the medical officer in attendance on the officer or soldier concerned.

(2) The entitlement of an officer or soldier mentioned in (1) of this paragraph to medical care and pay and allowances while incapacitated shall be dealt with at command or area headquarters under the provisions of the Pay and Allowance Regulations.
(Effective 11th August, 1949)

642. The nature and cause of any injury or sickness incurred or suffered by horses of the Non-Permanent Active Militia while employed on duty or training will be fully investigated in accordance with the provisions of the Pay and Allowance Regulations.

Illegal Absence

643. (a) A court of inquiry under Section 72 of the Army Act, composed in accordance with Rule of Procedure 124 (A) and (C), for the purpose of determining the illegal absence of a soldier will be held in all cases (except in cases of absconded recruits) at the expiration of 21 clear days from the date of absence, or as soon after as practicable, unless, before such court of inquiry has been assembled, it has come to the knowledge of the soldier's commanding officer that the soldier has been apprehended or has surrendered.

(b) Before declaring the deficiency of any arms, etc., the court will satisfy itself by evidence that the absentee, was, within a reasonable period of the date of absenting himself, in possession of the articles it finds to be deficient. The court will record the values of the unexpired wear of all articles of government property found to be deficient.

(c) A court of inquiry will not be held on a man of the Non-Permanent Active Militia unless he was subject to military law, as described in Section 69 (2) of the Militia Act, at the time of the commission of his offence.

Prisoners of War

644. (a) Whenever officers or soldiers are taken prisoners by an enemy, a court of inquiry, under Rules of Procedure 124 and 125A, will be assembled under local arrangements to inquire into the conduct of the senior officer or soldier of the party, and, if the general officer commanding considers it desirable, into the conduct of any other officers or soldiers of the party.

(b) The court of inquiry will be held as soon as possible after the return of the prisoner.

(c) When in consequence of the evidence adduced before a court of inquiry an opinion adverse to the character or military reputation of any officer or soldier is formed by the officer who determines the case so inquired into, the adverse opinion shall be communicated to the officer or soldier against whom it has been given.

(d) The proceedings will be forwarded to National Defence Headquarters.

Committees of Adjustment

645. The appointment, composition and duties of committees of adjustment on the death of a person subject to military law and in certain other circumstances are governed by the instructions contained in the departmental pamphlet "Instructions Concerning the Distribution of Estates of Deceased Officers and Soldiers of the Permanent Active Militia" and to the extent that the same are applicable in Canada by the Regimental Debts Act and the regulations made under that act which are printed in Part III of the Manual of Military Law.

Officers' Meetings, Committees, etc.

646. Meetings of officers will be called only by the commanding officer who will be responsible that they shall be for a proper purpose.

647. (a) The commanding officer concerned will annually call a meeting of all his officers for the consideration of general regimental business, for the election of a regimental committee, and for the election of a band committee (if the corps has a band). Such meeting, of which fourteen days' notice will be given by the commanding officer, will take place in January, February or March, or during annual training in camp, whichever time may be most convenient.

(b) Each committee will be composed of three officers, who will hold office for the ensuing year, or until successors are appointed.

(c) If a member of either committee resigns or becomes inefficient, the commanding officer will appoint a successor. Each committee will appoint one of its members to be president and another to be secretary-treasurer. The commanding officer will be ex-officio, a member of all committees.

648. The secretary-treasurer of each committee will be responsible to the president for all moneys, and will keep books of account showing receipts and expenditures with vouchers. These books and vouchers will be laid before the officers at their annual meeting and at such other times as the commanding officer may direct.

649. (a) No expenditures forming a charge against the officers of the corps shall be incurred without the same being approved at a meeting of officers. Each committee will submit to the annual meeting of officers the following:—

- (i) Statement of all moneys received and expended during the past year or since the last annual report.
- (ii) The cash balance supported by the bank pass-book.
- (iii) Statement of all liabilities chargeable against any corps funds.

(b) A certified copy of these statements, and the proceedings of the annual meeting, will be forwarded by the commanding officer within one month after the annual meeting to the district officer commanding.

650. No remuneration will be given in respect of service as a member of a regimental or band committee.

651-659—Spare

SECTION IX.—TRAINING AND EDUCATION

1.—MILITARY TRAINING

(Active Militia)

General Instructions

660. (a) An officer, warrant officer or non-commissioned officer of the Active Militia may, with the approval of the service authorities concerned, be attached for training to any formation or unit of His Majesty's Forces or His Majesty's Dominion Forces other than those of the Dominion of Canada. Applications for such attachments will be submitted through the usual channels to National Defence Headquarters.

(b) An officer, warrant officer or non-commissioned officer so attached will, at the end of the period of training, request from the officer commanding the unit to which he has been so attached a certificate, showing the place of training, the number of days' training performed, and the nature thereof. He will forward such certificate to National Defence Headquarters; if in England, such certificate will be forwarded through the High Commissioner.

661. An officer or soldier of His Majesty's Forces or His Majesty's Dominion Forces, who is temporarily resident in Canada, may be attached for his annual training to a unit of the Permanent Force or of the Non-Permanent Active Militia, provided no expense to the Canadian Government is incurred.

662. The training of the Permanent Force and Non-Permanent Active Militia will be carried out in accordance with the instructions contained in the training manuals of the various arms and services. Supplementary instructions for training may be authorized by the Chief of the General Staff and will be published as required.

Swimming

663. Bathing will be encouraged at all stations or camps where facilities exist. Small picquets of expert swimmers will be told off daily during the bathing season to attend the bathing places to prevent accidents.

664. A copy of the "Instructions for the Recovery of the Apparently Drowned", printed by the Royal Canadian Humane Association, will be posted up at the several bathing places, as well as in every hospital and barrack.

2.—TRAINING—PERMANENT FORCE

Recruits

665. (a) The district medical officer will arrange for the frequent examination of the recruits of all units stationed in the district. He will satisfy himself that special care is bestowed upon the health of the recruits under training and that their physical training is carried out without the men being subjected to undue physical strain.

(b) All boys on enlistment will undergo a course of physical training under qualified instructors until attaining the age of 18 years.

666. During their physical training course recruits will be under the surveillance of the officer in medical charge of the troops and will be paraded before him at his inspections. He will bring to notice any backward recruits for whom a repetition of any portion of the recruit's course in physical training appears necessary, or who, at the termination of the course, are likely to profit by further recruit's training.

Standards of Proficiency

667. The standards necessary for the issue of military proficiency pay and/or educational proficiency pay to a soldier otherwise eligible, are as follows:—

- (i) Military proficiency pay
 - (a) that he has at least one year's service (excluding service as a boy) in the Permanent Force or Regular Army.
 - (b) that he is certified by his commanding officer to be in all respects a thoroughly trained and efficient soldier. (This qualification will include a satisfactory physical standard and special qualifications according to the arm or service to which the soldier belongs.)
- (ii) Educational proficiency pay
 - (a) that he has completed his recruit's course of training.
 - (b) that he is in possession of an army 2nd class certificate of education or has the equivalent qualifications.
 - (c) that he is certified by his commanding officer to be in all respects physically capable of performing the duties of his rank in the arm or service to which he belongs.

Physical Training—Instructors

668. There should be at least one non-commissioned officer in each company, etc., qualified and available to instruct in physical training, but, when more than three companies, etc., of the same unit are at the same station, a total of three non-commissioned officers need not be exceeded. Facilities will be given for all non-commissioned officers in possession of physical training certificates to maintain their efficiency as instructors and in the performance of the exercises.

Signalling

669. In each of the undermentioned arms the following number of officers and other ranks will be required to qualify as instructors and assistant instructors respectively, at the Royal Canadian School of Signals.

Arm	Nos. per Company, etc.	
	Officers	W.O's or N.C.O's
Cavalry.....	1	2
Artillery.....	1	2
Infantry.....	1	2

670. Instructors and assistant instructors in signalling, in addition to regimental duty, will be required to assist in signal training and inspection of the Non-Permanent Active Militia.

671. The qualifications required before officers and other ranks are eligible to attend the Royal Canadian School of Signals will be as laid down by the Chief of the General Staff and published in Militia Orders.

672.

Stretcher Bearers and Medical Assistants

673. All trained stretcher bearers in the Permanent Force will be required to attend at least four stretcher drills annually.

Amdts. (No. 6) 1st Aug., 1939.

3.—TRAINING—NON-PERMANENT ACTIVE MILITIA

General Instructions

674. The training year will terminate on 31st December, and all drills and exercises for the year will be completed before that date unless an extension is specially authorized by Army Headquarters.

675. An officer or soldier may be allowed to perform his annual training with another unit of the Non-Permanent Active Militia, provided the written consent of the two commanding officers and the approval of the officers commanding commands concerned is obtained, and the authorized establishment of the unit with which he trains is not exceeded. Personnel of the Non-Permanent Active Militia attached to units of the Canadian Officer Training Corps may, however, be permitted to train in excess of the establishment of the unit to which they are attached.

676. Gentlemen cadets of the Royal Military College recommended by the commandant, and members of the Canadian Officers Training Corps in possession of Certificate "A" and recommended by their commanding officer, may be attached to a unit of the Non-Permanent Active Militia for annual training. While so attached they will be governed by the provisions laid down in para. 150.

677. (a) The list of units ordered by the Governor-in-Council, under Section 47 of the Militia Act, to carry out training will be published annually in General Orders.

(b) Details of training establishments and the nature and periods of training will be published in Militia Orders.

678. It will be the duty of personnel of the Instructional Cadre detailed to units of the Non-Permanent Active Militia to assist generally in the training of such units. In order that the officers and non-commissioned officers of the unit concerned may acquire the power to impart instruction, develop the habit of command, and become leaders of their men, the responsibility for actually instructing their subordinates will rest with them and not with the personnel of the Instructional Cadre detailed to assist.

Periods of Training

679. Units authorized to perform the whole or a portion of their training at local headquarters may do so on such days or evenings as may be most convenient to them.

680. In the distribution of time, credit will be given according to the following scale:—

- (i) Each forenoon, afternoon or evening drill period will count as one-half day provided that the time between the falling in and the dismissal of the parade is not less than three hours in the case of forenoon and afternoon parades and two hours in the case of evening parades.
- (ii) Deleted.
- (iii) For a practical tactical exercise or field training of not less than six hours duration—one day.
- (iv) Deleted—Effective 1st April, 1946.
- (v) At least 75 per cent of the training period authorized is to be devoted to tactical training, weapon training (according to armament of the unit) and drill, as distinct from church parades and inspections.

Amdt. (No. 26) 1st Jan., 1942.

Amdt. (No. 78) 23rd May, 1946.

Amdt. (No. 107) 8th Sep., 1947.

681. The time spent on classes of instruction for qualification for rank will not be reckoned as part of the period of annual training authorized.

Signalling

682. Officers commanding units will maintain and train signallers as required by establishments in accordance with the syllabus of signal training laid down for their respective arms. Such signallers will require qualification for Grade "A" certificate in visual telegraphy before being confirmed in their appointment.

683. (a) Every facility will be extended to selected officers, warrant officers and non-commissioned officers to attend the Royal Canadian School of Signals for the purpose of qualifying as instructors and assistant instructors.

(b) The qualifications required of candidates before they are eligible to attend instructors courses at the Royal Canadian School of Signals will be promulgated in Militia Orders from time to time.

684. The annual technical inspection and classification of signallers should take place before the annual inspection of the unit by the officer commanding a command; in no case will they take place later than the 31st December in each year.

685. Spare.

Stretcher Bearers and Medical Assistants

686. Two men per company, etc., and bandsmen will be trained as stretcher bearers and in "first aid" to the wounded. The training will be carried out by medical officers and the services of qualified stretcher bearers may be utilized when required.

687. Commanding officers will arrange with the medical officer for the formation and instruction of classes, and will detail a competent warrant officer or non-commissioned officer to assist him in the drill, and to take charge of the equipment and appliances used in the instruction.

688. (a) A class should consist, if possible, of not less than twelve. Officers and men of any branch of the service may attend.

(b) The course of instruction will consist of at least 12 lectures and drills and 9 attendances must be certified by the instructing officer before application is made for examination as to proficiency.

(c) The detailed syllabus of the course will be published in Militia Orders.

689. (a) When a class has completed a course the instructor will make application through the commanding officer to the officer commanding a command for an examination. A medical officer will be detailed to examine the class and to submit a report.

(b) Any number of officers and men may qualify, and successful candidates, as shown in the report, will be issued with certificates of qualification as stretcher bearers and medical assistants.

4.—COURSES OF INSTRUCTION IN CANADA AND ABROAD

Obligations of Officers Attending Courses of Instruction

690. (a) Officers of the Permanent Active Militia attending a course at a university, or attending a course of instruction abroad, at the public expense will, before joining the course, be required to sign an honourable undertaking to continue to serve, if required to do so, in the Permanent Active Militia for a period of five years after completing the course.

(b) The fact that an officer has signed an undertaking to continue to serve will not preclude Army Headquarters from releasing him should the circumstances justify his release, but an officer who

receives permission to resign his commission before the expiration of the period for which he has undertaken to serve after completion of a course may be required to join the Reserve of Officers.

General Instructions

691. Details regarding courses abroad will be issued from Army Headquarters.

692. Details regarding courses of instruction in Canada will be published in Militia Orders.

693. (a) Recommendations to attend courses of instruction should be forwarded through the usual channels so as to reach the general officer or brigadier commanding a command to which the candidate belongs, at least twenty-one days before the commencement of the course.

(b) Provided that special authority is not required from Army Headquarters, the General Officer or Brigadier commanding a Command will forward applications of which he approves direct to the officer commanding the school concerned, at least fourteen days before the commencement of the course. The officer commanding will state in reply whether or not the candidate can be accommodated and will give any necessary information as to the time he should report, etc.

694. An application to attend any school other than the one nearest to the applicant's station will be referred to Army Headquarters when extra expense to the public is involved.

695. (a) Commanding officers may recommend private soldiers to attend schools of instruction with a view to qualifying for non-commissioned ranks.

(b) while undergoing instruction such men who belong to the Non-Permanent Active Militia may be given the acting rank of corporal.

696. (a) Members of the Canadian Officers Training Crops, who are in possession of Certificate "A" and who have been recommended by their commanding officer, may be selected to attend courses at schools of instruction to obtain qualification.

(b) During the period of their attendance, cadets will be governed by the provisions of para. 150.

697. (a) Officers commanding units will exercise care and judgment in the selection of soldiers whom they recommend to attend schools of instruction. Soldiers so selected must—

(i) write freely from dictation in a clear and legible hand.

(ii) have a knowledge of arithmetic, including vulgar and decimal fractions and of the rule of proportion.

(iii) have an aptitude for imparting instruction to others.

(iv) have attended at least one annual training of a unit of the arm or service to which they belong.

(b) An examination in the above subjects will be held at the beginning of each course, and any candidate who fails to reach the standard required, or who is not considered likely to become an efficient instructor, will be returned to his unit.

698. When forwarding application for the attendance of candidates at schools of instruction, except provisional schools, officers commanding units will ensure that all certificates on M.F.B. 362 are duly completed (the medical examination to be made within ten days before joining the school) and that the candidates are in possession of proper uniform and equipment before reporting for the course.

Amdt. (No. 98) 19th May, 1947.

699. In the case of a soldier of the Permanent Force, his medical history sheet and company, etc., conduct sheet will be sent to the officer to whom the application was addressed.

700. (a) At the commencement of any course or portion thereof a nominal roll on M.F.B. 232 of all ranks attending, whether at a school of instruction or elsewhere will be forwarded by the officer conducting the school or course, as the case may be. Except in the case of provisional schools and regimental courses the roll will be made out in duplicate; both copies will be sent to the general officer or brigadier commanding a command, who will forward one copy together with the weekly diary to Army Headquarters. In the case of provisional schools and regimental courses one copy, only, of the nominal roll will be sent to the general officer or brigadier commanding a command; copies will not be required at Army Headquarters.

(b) Supplementary rolls will be similarly forwarded for all ranks joining the course after its commencement.

(c) The number of all ranks attending during the course will be inserted in the weekly diaries.

(d) A list of those candidates who have been authorized to attend but have failed to report will be forwarded on M.F.B. 232 to the general officer or brigadier commanding a command in whose command the candidate's unit is stationed.

701. At the end of each week's work and after completion of the course the officer conducting the course will prepare in duplicate M.F.B. 310 (Weekly Diary) for each class, showing the nature of the instruction given and the number of all ranks attending. These will be submitted to the general officer or brigadier commanding a command concerned.

In the case of provisional schools and Regimental Courses one copy only, of M.F.B. 310 (Weekly Diary) will be sent to the general officer or brigadier commanding a command. A copy will not be required at Army Headquarters.

Royal, Permanent or Camp Schools of Instruction

702. Royal, permanent or camp schools of instruction in the various arms and services are conducted by the Permanent Force. The object of these schools is to provide the primary means of affording instruction to officers and soldiers of the Non-Permanent Active Militia when preparing for their promotion examinations, and generally to assist in the instruction of the Active Militia.

703. In addition to the regular courses, special qualifying courses at royal, permanent or camp schools may be arranged at convenient dates by general officers or brigadiers commanding commands. Applications to conduct special courses will be submitted to Army Headquarters for approval. No such special courses will be authorized without authority from Army Headquarters.

704. A certificate of qualification will be awarded to those candidates who are successful in qualifying for promotion. These certificates will be prepared in accordance with instructions issued from Army Headquarters.

Provisional Schools of Instruction

705. Provisional schools for the purpose of conducting qualifying courses may be authorized by the general officer or brigadier commanding a command for officers and other ranks of the Non-Permanent Active Militia. Authorization of such schools will be published in Command Orders, a copy of which will be forwarded to Army Headquarters.

Amdt. (No. 1) 1 Apr 1939.

706. The assurance that at least ten candidates will attend for at least six hours' instruction each week in which the course is held will be required when the application for a provisional school is made. If during the course the attendance should fall below this number, the district officer commanding may at his discretion terminate such course.

Amdt. (No. 1) 1st April, 1939.

Long Course

707. (a) The long course is held, when required, at the Royal Military College, Kingston. Its primary object is to enable officers of the Non-Permanent Active Militia to qualify for commissions in the Permanent Force.

(b) The conditions to be fulfilled before candidates for commissions in the Permanent Force may attend the long course are laid down in para. 130.

(c) The detailed syllabus of the course will be published in Militia Orders.

(d) The names of officers who have successfully passed the long course will be published in Militia Orders.

Militia Staff Course

708. The militia staff course is held for the purpose of increasing the general efficiency of regimental officers and for qualifying selected officers of the Non-Permanent Active Militia for appointment to the staff of formations in the field.

709. (a) A candidate for the militia staff course will be required—

(i) to hold a combatant commission in the cavalry, artillery, engineers, signals, Canadian Officers Training Corps, infantry, or Royal Canadian Army Service Corps of the Non-Permanent Active Militia.

(ii) to be qualified for and to hold rank not junior to that of captain.

(iii) to be specially recommended by his commanding officer as suitable for staff employment.

(b) An officer on the Reserve of Officers is not eligible to attend this course.

710. (a) The course is divided into two portions:—

(i) Theoretical.

(ii) Practical.

(b) The theoretical portion consists of a series of lectures and tactical exercises given during the winter at various convenient centres in each district.

(c) The practical portion is held at suitable centres, usually one in Eastern and one in Western Canada, and will be devoted to the practical application on the ground of the principles previously studied in the theoretical portion.

(d) A detailed syllabus for each course is published in Militia Orders.

711. Written examinations will be set covering the work of the theoretical portion. A candidate who fails to pass in one or more subjects of the theoretical portion may at a regular examination of a subsequent course again present himself for examination in the subject or subjects in which he failed, provided he passes in all subjects within three years and does not fail more than once in any one subject. Failure in respect of either of these provisos will nullify any passes he may have obtained.

712. A candidate shall not be eligible for the practical portion unless he has qualified in the theoretical portion within the three years immediately preceding the practical portion which he desires to attend. Qualification in the theoretical portion counts from the year in which such qualification is completed.

713. The number of candidates permitted to attend the practical portion and the vacancies available for each district will be determined yearly by National Defence Headquarters. The selections to fill these vacancies will be made by the district officers commanding from the list of those in their district who are qualified in accordance with the requirements as stated above.

714. Officers who have qualified in both portions of the course will be issued with a certificate and will have the letters m.s.c. recorded after their names in the Defence Forces List.

715. Officers who have passed the militia staff course are eligible to attend such special advanced course as may be held from time to time. An officer who passes the advanced course will have the letters M.S.C. recorded after his name in the Defence Forces List.

Artillery Staff Course

716. The objects of the artillery staff course are—

- (i) to raise the standard of general professional knowledge of the artillery arm.
- (ii) to instruct candidates in the more advanced knowledge of gunnery.
- (iii) to qualify warrant officers and non-commissioned officers of the Royal Canadian Artillery (P.F.) for appointment to the Instructional Cadre (Artillery).
- (iv) to qualify warrant officers and non-commissioned officers of the Royal Canadian Artillery (P.F.) to attend the master gunners' course.

717. The selection of officers, warrant officers, and non-commissioned officers of the Royal Canadian Artillery (P.F.) to attend courses at the Military College of Science, England, will be made from candidates who have qualified at the artillery staff course.

718. The artillery staff course is open to—

- (i) officers of the Royal Canadian Artillery (P.F.) not above the rank of captain.
- (ii) specially selected officers of the Royal Canadian Artillery (N.P.) who—
 - (a) are not above the rank of captain.
 - (b) possess a certificate of qualification for rank of lieutenant or captain.
 - (c) pass a qualifying examination in arithmetic, algebra (up to and including quadratic equations), plane trigonometry and logarithmic computations.
 - (d) possess an elementary knowledge of optics, chemistry, machinery and electricity.
- (iii) Warrant officers and non-commissioned officers of the Royal Canadian Artillery (P.F.) who—
 - (a) possess a thorough knowledge of drill and appear likely to become efficient instructors.
 - (b) possess a sound knowledge of arithmetic including fractions, decimals, rules of proportion, square and cube roots; and an elementary knowledge of algebra and plane trigonometry.
 - (c) have a character assessable not inferior to "Very Good."

719. The syllabus of the course and of the qualifying examination will be as laid down by National Defence Headquarters. The dates of courses and allotment of vacancies will be published in Militia Orders.

720. The names of candidates who have passed the artillery staff course will be published in Militia Orders, and in the case of officers the letter "a" will be recorded after their names in the Defence Forces List.

Master Gunners' Course

721. (a) The master gunners' course is open to specially selected warrant officers and non-commissioned officers of the Royal Canadian Artillery (P.F.) who have qualified at the artillery staff course.

(b) The syllabus for this course will comprise instruction in the following:—

Guns,
Carriages,
Ammunition,
Machine guns,
Artillery store accounting,
Magazine regulations,
Care and preservation of artillery material,
Electricity.

(c) Candidates who successfully pass the master gunners' course will be eligible for promotion to the rank of warrant officer Class II and appointment as master gunner 3rd class, as provided in para. 319.

Canadian Small Arms School

722. The objects of the Canadian Small Arms School are:—

- (i) to train officers, warrant officers and non-commissioned officers as instructors or assistant instructors in small arms including the technical operation and tactical handling of these weapons.
- (ii) to carry out such trials of small arms and tests of ammunition as may be required by National Defence Headquarters.
- (iii) to ensure uniformity of instruction in small arms training.

723. (a) The school is divided into:—

- (i) "A" Wing for all weapons for units whose primary arm is the rifle.
- (ii) "B" Wing for all weapons for units whose primary arm is the machine gun.
- (iii) "C" Wing for anti-gas measures.
- (iv) Range finding.

(b) Branch schools may be established as required in various parts of the country.

724. Personnel of the Non-Permanent Active Militia are eligible to attend qualifying or refresher courses as follows:—

Officers holding combatant commissions in the cavalry, artillery, engineers, signals, Canadian Officers' Training Corps, infantry, and Royal Canadian Army Service Corps; school teachers qualified as cadet instructors (preference will be given to school teachers engaged in educational institutions having organized cadet corps); gentlemen cadets of the Royal Military College and cadets of the Canadian Officers' Training Corps in possession of certificate "A" who, while attending such courses, will be granted the status laid down in para. 150; and warrant and non-commissioned officers of the above arms and services.

725. An officer of the Active Militia promoted from the ranks who, as a warrant officer or non-commissioned officer qualified in "A" or "B" Wings (or both), will be considered as having obtained an officer's qualifications therein.

726. District officers commanding will ensure that candidates selected for these courses have in addition to the requirements laid down in para. 697 sufficient education to profit by the instruction, are likely to become efficient instructors and have received such preliminary instruction as is laid down from time to time.

727. Applications to attend courses will be made through the usual channel to the district officer commanding and the names of candidates, whom he recommends in accordance with para. 693, will be forwarded to the commandant of the school concerned.

728. Spare.

Quartermasters' Course

729. Courses for the qualification of candidates for the appointment of quartermaster and quartermaster-sergeant will be conducted by commandants of Royal Canadian Army Service Corps (P.F.) schools of instruction.

Farriers' Course

730. (a) Courses for farrier quartermaster sergeants, farrier sergeants, shoeing smiths, men training for shoeing smiths, and infantry cold shoers, will be held when necessary at stations where there are mounted corps.

(b) The courses will be under the direct supervision of the district veterinary officer.

Hygiene

731. Medical officers of the Active Militia holding appointments as sanitary officers, or having been recommended for such appointments, may be permitted to attend courses in practical hygiene at a university or at a provincial laboratory.

Sanitation

732. Courses in field sanitation for officers, warrant officers and non-commissioned officers of the Royal Canadian Army Medical Corps (N.P.) are held during the training season under the direction of the Royal Canadian Army Medical Corps. (P.F.).

5.—REFERENCE LIBRARIES

733. General staff libraries are divided into three classes, viz:—

- (a) District officers' libraries.
- (b) Station officers' libraries.
- (c) Libraries of schools of instruction.

734. (a) District officers' libraries are established at the headquarters of military districts in order to place books of reference within the reach of officers to help them in their professional work. These libraries are supplied with suitable official publications other than those of a secret nature, and, in order that they may be adequately provided with standard works, the district officer commanding is authorized to purchase from public funds such publications to the value of the annual grant provided for in Pay and Allowance Regulations.

(b) An officer of the general staff of the district will be in general charge of each district officers' library. All confidential publications will be kept under lock and key in his personal charge. They will not be taken outside the library building except by the special sanction of the district officer commanding who, having regard to paras. 1466 to 1478, will issue such instructions as he considers necessary regarding the issue of confidential publications to individual officers. A catalogue and issue book will be kept in each library.

735. (a) Station officers' libraries are located at Permanent Force stations not in the immediate vicinity of district headquarters. These libraries are a branch of, and maintained by, the district officers' libraries concerned.

(b) Neither secret nor confidential official publications will be issued to these libraries. The books, etc., will be treated as station stores.

736. Libraries of schools of instruction are established at the royal or permanent schools of the various arms or services for the use of candidates attending such schools. These libraries are maintained by officers commanding royal or permanent schools under the supervision of an officer of the general staff of the district concerned. They will consist of official publications such as regulations, training manuals, text books, etc., which will be issued from National Defence Headquarters on the scale laid down from time to time, and of standard works for the purchase of which an annual grant is provided in Pay and Allowance Regulations. Secret and confidential publications will not be issued to these libraries.

737. District officers commanding will furnish to National Defence Headquarters by 31st March each year, a report as to the general state of the libraries in their respective commands.

6.—QUALIFICATION OF OFFICERS FOR PROMOTION PERMANENT ACTIVE MILITIA

General Instructions

738. (a) An officer above the rank of 2nd Lieutenant, other than a classified officer, will be required to pass professional tests and in certain arms and services to qualify for each step in promotion up to and including the substantive rank of major and in the Royal Canadian Army Medical Corps and Royal Canadian Army Veterinary Corps that of lieutenant-colonel. Brevet rank will not exempt an officer from passing the usual examinations laid down before promotion to each substantive grade.

(b) An officer permanently employed, but not borne on a regimental establishment, will be required to pass the same examinations for promotion as an officer in an infantry unit of the Permanent Force.

(c) The qualifications of officers, Permanent Active Militia, for promotion shall be as laid down by the Minister. For details see pamphlet, "Qualifications of Officers for Promotion—Permanent Active Militia."

739. There will be no examination of a 2nd lieutenant for promotion to lieutenant; such promotion will however depend upon the officer being reported on satisfactorily under paras. 77 to 80.

740. (a) Before promotion an officer will be required in addition to having passed the prescribed examination, to have undergone courses and obtained satisfactory certificates from schools of instruction as laid down in the pamphlet referred to in para. 738 (c).

(b) When an officer is due for promotion before attending such courses, he may be promoted provisionally, provided that he has not already attended any such course and failed, and on the understanding that he attends the necessary courses at the first opportunity and obtains satisfactory certificates. A commanding officer will state on the annual confidential report of such an officer when he proposes to send him to undergo any such courses.

741. When an officer, previously qualified, is transferred from one arm or service to another, he will be required to obtain qualifications applicable to his new arm or service before being considered qualified for further promotion.

742. (a) Qualification for admission to the Staff College will be accepted in lieu of the whole of subject (d).

(b) An officer exempt in this respect will, however, be required to pass in subject (c), and to qualify in the necessary qualifying course prescribed for the arm or service to which he belongs as laid down in the pamphlet referred to in para. 738 (c). Should a captain, while a student at the Staff College, come up for promotion before he has passed in subject (c), a certificate from the commandant that the officer is in all respects qualified as regards subject (c) will be accepted in lieu of his passing that subject for promotion.

(c) An officer who has graduated at the Staff College, Camberley, or the Staff College, Quetta, will be exempt from all examinations for promotion to the rank of major, but if he has not attended the qualifying course referred to in para. 740 he will be required to do so as soon as possible.

743. (a) A candidate who qualifies for a special certificate in the examination for promotion to captain will—

(i) be excused the examination in subjects (c) and (d) for promotion from captain to major.

(ii) receive special consideration when put forward for accelerated promotion.

(iii) receive a credit of marks in the competitive examination for admission to the Staff College.

(b) Sub-paras. (ii) and (iii) will also apply to captains who obtain a special certificate in the examination for promotion to major.

(c) The standard required for a special certificate is given in the syllabi.

744. To be eligible to attend any examination for promotion to captain or major, an officer except in the Royal Canadian Army Medical Corps or Royal Canadian Army Veterinary Corps must have held the rank of lieutenant for at least a year or have attained the rank of captain respectively. A candidate will apply for examination to his commanding officer, who will forward the application to the district officer commanding through the usual channels. No candidate will be examined in subjects (a) or (c) until he has passed the written examination in subjects (b) or (d) respectively.

745. (a) There is no restriction in regard to the number of times a lieutenant or captain may present himself for examination in any subjects, written or practical, unless he has been superseded for promotion, in which case he will not, as a rule, be permitted to remain in the service, unless he qualifies within 12 months of the date of supersession. In exceptional cases, the Minister will consider whether an officer shall be given a further opportunity of qualifying.

(b) Subjects (b), (d), (e), (g), (k), (m), (p), or sub-head (f) (i) may be taken up separately at any of the examinations. An officer who fails in one sub-head in any of these subjects will be required to undergo re-examination in that sub-head only. Failure in more than one sub-head of a subject, will however, entail re-examination in the whole of that subject. The two parts of sub-heads (b) (i) and (d) (i) count as one sub-head and failure in one part only will necessitate re-examination in that part alone.

(c) An officer who does not present himself for examination in a sub-head to which he is liable will, as a rule, be deemed to have failed in that sub-head.

746. Officers normally will be examined in subjects (a) and (c) in the district in which they are serving. Application for relaxation of this rule will be forwarded to National Defence Headquarters.

747. District officers commanding will forward so as to reach National Defence Headquarters not later than January 1 and July 15 in each year, a return, on M.F.B. 404, of all officers in their district who wish to be examined in subjects (b), (d), (e) and sub-heads (f) (i) and (h) (iv). The names of officers for examination in subjects (g), (k) and (m) will be submitted on January 1 in each year. An officer will not, as a rule, be examined in a district other than the one in which he is serving.

Boards of Examination

748. The composition of examination and supervising boards and the instructions regarding examinations will be as laid down by the Minister. For details see pamphlet "Qualifications of Officers for Promotion, Permanent Active Militia."

749. Examinations will be held at such centres as the district officer commanding may determine. Examinations in subjects (b), (d), (e), sub-heads (f) (i), and (h) (iv) will commence on the last Monday in March and the third Monday in October; examinations in subjects (g), (k) and (m) will be held during the March examination period only. Should Easter Monday fall in the week in which the March examinations would normally be held, the examinations will be held on the second Monday of that month.

Senior Officers' Course

750. (a) An officer below the substantive rank of lieutenant-colonel, belonging to corps other than the Royal Canadian Army Medical Corps, Royal Canadian Army Veterinary Corps, Royal Canadian Ordnance Corps, or Royal Canadian Army Pay Corps, will be required to undergo a course at a senior officers school, unless excused by National Defence Headquarters.

(b) Before an officer may undergo the course he must have reached the substantive rank of major and be recommended for promotion.

Examination of a Major, Royal Canadian Army Medical Corps, for Promotion to Lieutenant-Colonel

751. (a) A major of the Royal Canadian Army Medical Corps before promotion to lieutenant-colonel will be examined in the subjects laid down in the pamphlet referred to in para. 738 (c). The examination in these subjects may be taken at any time after an officer's promotion to the substantive rank of major, provided that the candidate can produce a certificate from the Director General of Medical Services or a district medical officer to the effect that he has received instruction in the subjects covered by the examination, and that he is considered fit to present himself for examination. This certificate will accompany an officer's application to be examined.

(b) In order to assist officers in their preparation for this examination, the Director General of Medical Services will make all necessary arrangements for the adequate instruction of majors of the Royal Canadian Army Medical Corps, in army medical organization and administration, hygiene, and the employment of the medical services in peace and war. This instruction will be carried out by means of lectures followed by discussions, war games and field exercises, by the attachment of officers to the different departments in hospitals and, where possible, to the offices of administrative medical officers, for instructional purposes.

(c) Instruction for the purpose of this examination will not commence before the officer's promotion to the substantive rank of major.

752. (a) Examinations in sub-head (h) (iv) (written) will be held at the times laid down in para. 749.

(b) The examination in sub-head (h) (v) will be conducted under arrangements made by district officers commanding at times and places most convenient to the district.

(c) The names of all majors of the Royal Canadian Army Medical Corps desirous of examination in (h) (v) will be submitted to National Defence Headquarters accompanied by the certificate mentioned in para. 751, so as to reach National Defence Headquarters not later than January 1 and July 15.

**Examination of a Major, Royal Canadian Army Veterinary Corps,
for Promotion to Lieutenant-Colonel**

753. A major of the Royal Canadian Army Veterinary Corps before promotion to lieutenant-colonel will be examined in the subjects laid down in the pamphlet referred to in para. 738 (c). This examination may be taken up any time after the completion of three years in the rank of major.

754. (a) Before attending this examination, majors of the Royal Canadian Army Veterinary Corps will be attached for a period of not less than three months to the administrative staff of a district and a report covering such period of attachment will be furnished to National Defence Headquarters by the district officer commanding concerned.

(b) The remission of this regulation will be considered in the case of officers who have had considerable experience in administrative duties with districts. Applications for exemption from this attachment, together with a statement of the services on which the application is based, should be submitted through the usual channels to National Defence Headquarters.

755. The examination will be held at the same time and place and under the same arrangements as directed for subjects (b), (d), (e), etc. (Paras. 738 to 749 and "Qualifications of Officers for Promotion, Permanent Active Militia.")

**7.—QUALIFICATION OF WARRANT OFFICERS AND NON-
COMMISSIONED OFFICERS FOR PROMOTION—
PERMANENT FORCE**

General Instructions

756. A soldier will not be promoted unless he is recommended by his company, etc., commander, who will certify that the candidate—

- ø (i) is a capable instructor, according to his rank, in all military and technical duties appertaining to his arm or service.
- ø (ii) having regard to his rank or appointment, possesses a thorough knowledge of discipline, duties on guard, and duties connected with interior economy in quarters, in camp, and on the march.
- (iii) possesses such character and general qualities as to fit him for promotion.
- (iv) possesses the necessary educational qualifications as laid down from time to time by the Minister.

757. A commanding officer may, at his discretion, subject candidates for promotion to an examination to test their qualifications.

758. A company, etc., commander is responsible that all warrant officers and non-commissioned officers (except as provided in note to para. 756) receive adequate instruction and preparation in all professional matters, whether connected with training, interior economy or technical duties, appertaining to their arm or service, to fit them for promotion to a higher rank.

ø NOTE.—Certificates (i) and (ii) will not be furnished in the case of soldiers who are candidates for promotion to artificers artillery, saddler-sergeants, saddletree-maker, rough-rider, farrier-sergeant, sergeant-tailor, battery-tailor, pioneer-sergeant, sergeant-shoemaker and the several grades of artificers; but an equivalent recommendation will be made by the officer immediately responsible.

759. For qualification for promotion to warrant officer, Class I, see paras. 313 to 316.

Instructional Cadre

760. (a) Before being posted to the Instructional Cadre a candidate will require the following qualifications:—

- (i) to be recommended in accordance with para. 756, the recommendation to be endorsed by his commanding officer.
- (ii) to be qualified for the rank of sergeant in the arm or service concerned.
- (iii) to be in possession of any qualification peculiar to his own arm or service as required by (b) below.
- (iv) to pass the required examination in the subjects laid down by National Defence Headquarters.

(b) Additional qualifications will be required in arms or services as follows:—

- (i) Cavalry and infantry—A certificate of qualification in "A" Wing, Canadian Small Arms School, or the equivalent thereof obtained at a small arms school within the British Empire.
- (ii) Artillery—A certificate of qualification in the artillery staff course (Canada) or the gunnery staff course (England).
- (iii) Engineers—An instructor's certificate (2nd class) from the Canadian School of Military Engineering, or its equivalent from the School of Military Engineering, England.
- (iv) Signals—Assistant instructor's certificates in visual and line telegraphy.
- (v) Royal Canadian Army Service Corps and Royal Canadian Ordnance Corps—A sergeant's certificate in cavalry or infantry.
- (vi) Royal Canadian Army Veterinary Corps—A sergeant's certificate in cavalry.
- (vii) Physical training—An instructor's certificate as required by "Instructions governing Physical Training, Canadian Permanent Active Militia."

761. In addition to the provisions of para. 760 members of the Instructional Cadre will require for promotion the following qualifications in the arm or service indicated:—

- (i) Cavalry and infantry—Before promotion to squadron or company, sergeant-major—a certificate of qualification at "B" Wing, Canadian Small Arms School, or the equivalent thereof obtained at a small arms school within the British Empire.
- (ii) Engineers—Before promotion to company sergeant-major, a 1st class certificate from the School of Military Engineering, Canada, or its equivalent from the School of Military Engineering, England.

3.—QUALIFICATION OF OFFICERS FOR APPOINTMENT OR PROMOTION—NON-PERMANENT ACTIVE MILITIA

General Instructions

762. (a) Except as otherwise provided for, officers of the Non-Permanent Active Militia will be required to pass professional tests for each step of substantive promotion up to and including the rank of colonel.

(b) The examinations to be passed by officers of all arms or services for promotion up to and including the rank of colonel, together with a general syllabus for each subject, shall be as laid down from time to time by the Minister. Detailed syllabi and instructions with regard to examinations will be issued separately.

763. On the recommendation of his commanding officer, and subject to the approval of the district officer commanding concerned, a specially qualified officer may present himself for examination without first attending the prescribed courses of instruction.

764. An officer who is recommended for promotion and who may have been prevented from qualifying for promotion or, having failed to qualify may have been debarred from further opportunity of qualifying, may be promoted provisionally on the understanding that he passes the necessary qualifying test at the first available opportunity. In the event of an officer not qualifying within one year from the date of the *Gazette* notification of such provisional promotion, he will be required to revert to his former rank.

765. An officer who has been superseded for promotion in consequence of not having obtained the qualification required by para. 762 may, unless he qualifies within 18 months of the date of such supersession, be retired.

766. An officer will only be permitted to take the examination to qualify for promotion to the rank next above that which he holds. An officer who has been provisionally appointed, or who has been transferred from one arm or service to another, will not be permitted to take the examination for his next step until he has qualified for his present rank.

767. An officer transferred from one arm or service or from one branch of an arm or service to another will be required, within one year of his transfer, to qualify for his rank in the arm or service or branch of the arm or service to which he is transferred, in those subjects in which he is not already qualified. An officer who does not so qualify will be liable to retirement or to be transferred back to his former unit with the rank he last held therein.

768. Officers provisionally appointed in the rank of major or above in a newly organized unit will not be allowed to qualify for that rank until they have obtained a certificate of qualification for the rank of captain.

769. An officer provisionally appointed to the rank of captain in a newly organized unit may be permitted to qualify for that rank at a school of instruction without previously qualifying for the rank of lieutenant.

770. (a) Ex-cadets of the Royal Military College of Canada will be qualified for appointment to the arm or service of the Non-Permanent Active Militia in the rank stated below:—

- (i) if in possession of a diploma of graduation—as a captain in the cavalry (horsed), artillery (mobile), engineers, Canadian Officers' Training Corps, infantry (rifle) and infantry (machine gun), and Royal Canadian Army Service Corps (N.P.).
 - (ii) if in possession of a certificate of military qualification (all arms)—as a lieutenant in any arm or service defined in clause (i).
 - (iii) if in possession of a certificate of military qualification cavalry (horsed), infantry (rifle) or infantry (machine gun)—as a lieutenant in the cavalry (horsed), infantry (rifle) or infantry (machine gun).
 - (iv) if in possession of a certificate of military qualification infantry (rifle) and infantry (machine gun)—as a lieutenant in the infantry (rifle) or infantry (machine gun).
- (b) The provisions of clauses (i) and (ii) above also apply to signals, but qualification as Operator (Signals) Class II or Class I, appropriate to the ranks concerned, must be obtained in addition.
- Amdts. (No. 17) 2nd February, 1940.

771. Cadets of the Canadian Officers Training Corps, whose names are in the Defence Forces List referred to in para. 275, will be qualified for commissions in the Non-Permanent Active Militia in the arm or service in which their certificate is granted (an engineer certificate will also be accepted as qualification in the infantry (rifle)) in the rank as stated below:—

- (i) if in possession of Certificate "B" (Canadian Officers' Training Corps)—for the rank of captain.
- (ii) if in possession of Certificate "A" (Canadian Officers' Training Corps)—for the rank of lieutenant.

772. An officer who has passed the examination for Certificate "B" in the Canadian Officers Training Corps, and who has received a commission in the Non-Permanent Active Militia before completing the service in the Canadian Officers' Training Corps necessary to entitle him to a certificate, will be exempt from further qualification for the rank of captain, as soon as he has performed one year's training as an officer of the Non-Permanent Active Militia.

773. (a) An officer who has qualified as major in the Regular or Territorial Armies or in the Dominion Forces, or any of the reserves thereof, will be exempt from further qualification for that rank in the same arm or service of the Non-Permanent Active Militia.

(b) An officer in a reserve category of the Non-Permanent Active Militia will, within five years of his transfer from an active unit, be permitted to qualify for promotion with a view to his retransfer and promotion to fill a vacancy in an active unit of the same arm or service.

774. (a) An officer of the Corps of Royal Canadian Engineers (N.P.) or an ordnance mechanical engineer of the Royal Canadian Ordnance Corps (N.P.), in addition to all other qualifications laid down, must qualify for membership in the Engineering Institute of Canada as follows:—

- (i) before promotion to lieutenant or appointment in that rank, as a Student Member.
- (ii) before promotion to captain, as a Junior Member.
- (iii) before promotion to major, as an Associate Member.

(b) In addition before advancement to 3rd Class (Captain), an Ordnance Mechanical Engineer will be required to pass the written examination, Lieutenant to Captain, Common to All Arms (less tactics).

775. Officers of the Royal Canadian Corps of Signals (N.P.) (with the exception of those qualified under the provisions of para. 773), in addition to all other qualifications laid down must, before promotion to the rank of lieutenant, be in possession of a first class certificate in line telegraphy or operator (Signals) Class II certificate.

776. Except as otherwise provided for, the use of the Field Service Pocket Book will be allowed at all examinations, written and practical, but not for answering oral questions.

777. To qualify, a candidate must obtain 50 per cent of the marks allotted in each subject, practical or written. A candidate who obtains 80 per cent in each subject will be entitled to a distinguished certificate.

778. The general procedure to be carried out by examining and supervising boards in the conduct of examinations will be laid down by National Defence Headquarters.

779. The composition of boards of officers to supervise written examinations and conduct practical examinations will be laid down by National Defence Headquarters.

780. Procedure for recording results and certificates will be as laid down by National Defence Headquarters.
Amdt. (No. 15) 12th Dec., 1939.

9.—QUALIFICATION OF NON-COMMISSIONED OFFICERS FOR PROMOTION—NON-PERMANENT ACTIVE MILITIA

General Instructions

781. The procedure governing the conduct of examinations in paras. 778 and 779 will also be applicable to other ranks. The qualifications required for the rank of sergeant will be limited to the knowledge essential to the efficient performance of the duties of a sergeant in the arm or service to which the candidate belongs.

782. A candidate who fails to qualify for the rank of sergeant but who obtains not less than 33 per cent of the required marks in each subject will be awarded a certificate of qualification for the rank of corporal or bombardier.

783. On the recommendation of his commanding officer, and subject to the approval of the district officer commanding concerned, a specially qualified non-commissioned officer or man may present himself for examination without first attending the prescribed courses of instruction.

784. For qualification for promotion to warrant officer Class I, see paras. 316 to 318.

10.—MISCELLANEOUS

Interpreters' Examinations

785. (a) Interpreters' examinations are held in accordance with the instructions contained in "Regulations relating to the Study of Foreign Languages." Officers of all arms and services of the Active Militia may enter for these examinations.

(b) Applications will be submitted, so as to reach National Defence Headquarters by 15th October and 1st March for the examination in the following January and June respectively.

786. The names of officers who qualify as interpreters will be published in Militia Orders, and noted in the Defence Forces List.

Qualification of Nursing Sisters—Non-Permanent Active Militia

787. (a) Nursing sisters of the Royal Canadian Army Medical Corps (N.P.), on completion of the prescribed course of instruction at a military hospital or an annual training camp, will be required to pass a qualifying examination before a board of examiners, consisting of the officer commanding a hospital unit and one matron or acting matron; such board will conduct the oral portion of the examination and supervise the written portion. The examination papers for the written portion will be set and the worked paper marked by the commandant of the Royal Canadian Army Medical Corps School of Instruction.

(b) Application for examination papers will be made through the usual channel to National Defence Headquarters to reach there at least one month before the date set for the examination.

(c) A candidate who fails on two occasions will not be eligible for re-examination.

788-794. Spare.

SECTION X.—GENERAL DUTIES**I.—GENERAL INSTRUCTIONS****Flying Duty**

795. Any officer or soldier may be ordered, as part of his military duty, to go up in aircraft, either as a passenger when the flight is considered by superior authority to be necessary for some military purpose or training, or for reconnaissance purposes whenever military exigencies so require.

Responsibility for Public Money and Stores

796. An officer or soldier entrusted with public or regimental money will keep such record of his cash transactions as may be required by the regulations. The book in which this is kept will be retained under lock and key in the custody of the officer or soldier, and all entries therein will be made in ink. Such officer or soldier will be personally responsible for any sum of such money he may entrust to his subordinates. Only in exceptional circumstances, when specially authorized by Army Headquarters, will a soldier be entrusted with the care of public money, or be charged with the custody of forms of authority for the issue of such money, e.g., drafts, money orders, postal drafts or postal orders.

797. An officer or soldier is responsible that no public nor regimental store, nor any article of equipment of which he is in charge, is altered without due authority, and that the fact of any such store or article of equipment not being in a fit state of repair to perform the functions assigned to it, is at once reported to the proper maintenance authorities.

798. (a) The provisions of para. 796 will apply generally to regimental funds, the management of which is entrusted by the commanding officer to an officer or a committee as laid down in para. 41.

(b) An officer or soldier, who has been placed in charge of a regimental fund, or who undertakes the organization of any service which involves the handling of regimental money or property belonging to the officers or soldiers of his unit, may delegate administrative details to his subordinates. Such delegation does not relieve him of his responsibility for the proper administration and use of the sums of money, etc., entrusted to them. This responsibility is exercised through the choice of a delegate and supervision of his work. In a case of loss, it is for the officer or soldier concerned in the administration to show that the loss was not due to any failure on his part to exercise this responsibility.

799. All incidental receipts, proceeds of sales or other credits of the same nature, for which no special provision is made by other regulations, shall be brought to account as public money.

800. (a) A company, etc., commander will be responsible that all cash payments made to a soldier and all stoppages, etc., due from time to time are properly recorded as directed in "Financial Instructions."

(b) A commanding officer will keep the district paymaster supplied with all necessary information, and will send him weekly a certified copy of Part II of daily orders.

800A. (a) The Officer Commanding a Canadian Army Active Force unit shall be held responsible that every officer and soldier under his command is accounted for daily. In the case of an officer or soldier not properly accounted for the Officer Commanding shall be held responsible that no further payments are made on his account until the case has been properly dealt with, and proof furnished that such officer or soldier is entitled to be continued on the strength of the Force and be issued with pay.

(Effective 14th September, 1949)

(b) The following procedure will be carried out with respect to muster parades in units of the *Canadian Army Reserve Force*:

- (i) A parade for the purpose of mustering the troops shall be formed not later than the morning of the second day in a camp of instruction, at such hour as the camp commandant may order. Every officer, warrant officer, non-commissioned officer, and man in camp is to be present with the staff or his unit, with the exception of personnel on guard, cooks, or those accounted for by the camp medical officer, and they are to remain on parade until the camp paymaster has called the whole of the respective rolls, checked those present, erased names of absentees and noted on the copy of the nominal roll the numbers of each rank present in camp. These rolls and figures are to be the guide for pay, transport, rations, etc., during camp, due regard being had to any casualties occurring subsequent to completion of the roll;
- (ii) Unless otherwise directed by the district officer commanding or the camp commandant, each unit shall again be paraded for muster before the conclusion of the camp. The camp paymaster will be supplied by the unit with a complete nominal roll of all ranks, in duplicate. He will check all names in the same manner as at the muster on the opening of camp, and will be responsible that pay is not drawn on behalf of anyone not entitled to receive it;
- (iii) The camp paymaster shall compare the paylists with the copies of the nominal roll used at the muster, and he will certify to this effect on the paylists.

Any difference between the numbers actually present at camp and those shown on the copy of nominal roll sent in shall be immediately reported by the camp paymaster to the camp commandant, who will thereupon cause an investigation to be made if necessary;

- (iv) At the end of the annual training period a muster parade will be held at all Reserve Force units at such time as the district officer commanding may determine. At this parade the district paymaster, or his representative, will check all names on the nominal roll of the unit to ensure that each individual is properly accounted for.

801. A quartermaster, except a quartermaster Royal Canadian Army Service Corps (P.F.) i/c executive supply duties of a station, will not in any circumstances deal with, or be held responsible for, the quality of the supplies admitted to, or held in store, but will deal solely with the quantities to be received and with their distribution.

Amdt. (No. 91) 4 Dec 46.

Amdt. (No. 147) 3 Oct 49.

802. A quartermaster will not perform any cash duties whatever, except in such circumstances as are authorized by regulations. In exceptional circumstances, such as the absence of any other officer, a district officer commanding may specially authorize a quartermaster temporarily to hold cash imprests or to be responsible for regimental funds.

803. Quartermasters and paymasters will not preside over committees for the management of mess, band, institute, or other regimental funds, nor should the moneys of any of these funds be placed in the custody of quartermasters, except as provided in para. 802. (Effective 20 Feb. 48)

Organization of Companies, etc.

804. (a) Except in the case of the "headquarters squadron" and "headquarter company" of the cavalry and infantry respectively (which will be designated as now shown) companies, etc., will be designated as follows:—

(i) Horse artillery, cavalry, cavalry troops (Royal Canadian Corps of Signals) corps signals (Royal Canadian Corps of Signals), infantry and areas Royal Canadian Army Service Corps—by a letter of the alphabet commencing with "A."

(ii) Artillery other than horse artillery, and all other arms and services—by consecutive numbers within the arm or service concerned.

(b) Each headquarter squadron of cavalry (except armoured car) and mounted rifles will be divided into troops which will be numbered consecutively throughout the squadron, commencing with "1." Other squadrons will be divided into troops and troops into sections. Troops and sections will be numbered consecutively, commencing with "1," throughout the squadron.

(c) Each squadron of cavalry (armoured car) will be divided into troops and troops into sections. Troops and sections will be numbered consecutively, commencing with "1," throughout the squadron.

(d) Each battery of artillery (other than coast and anti-aircraft) will be divided into sections which will be termed "right," "centre" (6-gun batteries only) and "left." Each section will be divided into two sub-sections. Subsections will be lettered alphabetically, commencing with "A" throughout the battery.

Each battery of coast artillery will be divided to suit local conditions of the defences concerned.

Each anti-aircraft and light anti-aircraft battery will be divided into sections. Sections will be numbered consecutively, commencing with "1," throughout the battery.

(e) In each regiment of infantry (rifle) and (machine gun) the headquarter company will be divided into platoons. Other companies will be divided into platoons and platoons into sections. Platoons will be numbered consecutively, from "1" throughout the battalion, commencing from the platoons in the headquarter company. In companies other than the headquarter company, sections will be numbered consecutively from "1" throughout the company.

(f) Each tank company of infantry battalions (tank) will be divided into sections. Sections will be numbered consecutively from "1" throughout the battalion.

805. The subaltern officers or soldiers in charge of troops, sections, or platoons, are responsible to the company, etc., commander, and the soldiers in charge of sections or subsections are responsible to their subaltern officer or platoon commander. This chain of responsibility will be strictly enforced. Subaltern officers will provide themselves with a nominal roll of their charge, and will make and keep themselves acquainted with the disposition, character, age and service of each of their men.

Amtd. (No. 119) 8 Mar. 48.

- (iii) When the private property and personal effects of an officer or soldier absent without leave for one month or more are disposed of in accordance with (c) (i) of this paragraph and he has not surrendered or been apprehended within a year from the commencement of his absence, the property and effects shall be forwarded to his next of kin. If the address of the next of kin is not known, instructions shall be requested from Army Headquarters where the Adjutant-General may direct that the property and effects shall be sold, destroyed or otherwise disposed of.
- (iv) Orders, decorations and medals left behind at his station or unit by an officer or soldier who absents himself without leave shall be dealt with according to the procedure laid down for soldiers' medals in para. 1330.

2.—DEFENCE ELECTRIC LIGHTS

813. A record will be kept by the command engineer officer showing the dates on which defence electric light practice has been carried out at each emplacement, and the duration of each practice.

814. (a) A general report, accompanied by a copy of each practice return for the year ending 31st December, will be furnished by the command engineer officer each January, giving a short general narrative of all the operations and information under the following heads:—

- (i) A statement of officers, warrant officers, non-commissioned officers and men available for manning electric light defences on mobilization, showing the unit to which they belong.
- (ii) The general arrangement and distribution of the personnel when engaged in defence practice.
- (iii) A list of casualties and causes thereof.
- (iv) A report of any special operations carried out.

(b) The report will be forwarded to Army Headquarters through the officer commanding a command who will add his remarks and record his personal opinion as to whether or not the electric light defence is in a satisfactory condition and fully efficient.

(c) Any remarks or reports which it is considered necessary to make on stores, experimental work, or buildings, will be forwarded separately.

815. A diary will be kept at the station, regularly filled in and in readiness for inspection at any time, recording the number of men employed daily, and stating in full detail the work on which they are engaged.

816. Spare.

3.—GARRISON AND REGIMENTAL DUTIES

Roster of Duties

817. For all duties, whether with or without arms, and whether performed by units or by individuals, the roster will commence from the senior downwards. In the case of private soldiers, the roster will be alphabetical.

Amdt. (No. 107) 8th Sep., 1947.

818. Duties are classified as:—

- (i) Guards—(a) of the Sovereign; (b) of members of the Royal Family; (c) of the Governor General; (d) of the Lieutenant-Governor of a province; (e) of the Commander-in-Chief abroad.
- (ii) Duties under arms—(a) command or divisional; (b) brigade or garrison; (c) regimental.
- (iii) Courts-martial—(a) general; (b) district.
- (iv) Boards or courts of inquiry—(a) command or divisional; (b) brigade; (c) regimental.
- (v) Working parties.
- (vi) Fatigues.

819. When an officer's tour for more than one duty comes round, he will be detailed for that duty which takes precedence in paragraph 818. An officer detailed for one duty will, in addition, be detailed for such other duties as he can perform consistently with the proper discharge of the first-mentioned duty, and whether it is his turn by roster for the additional duties or not. When an officer is on duty he will be freed from all other duties which may come to his turn. Being detailed as "in waiting" does not count as a tour of duty. An officer on such duty will attend parades and perform such other incidental duties as do not interfere with the special duties for which he has been detailed.

820. Subject to the discretion of the commanding officer, an officer or soldier who is admitted to hospital on account of venereal disease resulting from immoral conduct, or on account of a disability resulting from misconduct, e.g., alcoholism, self-inflicted injuries, etc., may be required, after discharge from hospital, to make good any of the duties specified in para. 818 which he may have missed by reason of his being in hospital.

821. Attendance at a court-martial, the members of which have assembled and been sworn, will reckon as a tour of duty, though the court may be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members will be considered available for other duties; they will not, however, quit the station without the authority of the convening officer until the court has been dissolved. This rule is also applicable to courts of inquiry and boards.

822. A unit, detachment, guard, picquet, or fatigue party is only entitled to count a tour of duty when it has, in pursuance of that duty, marched off the ground where it was ordered to parade.

823. An officer detailed in orders will not exchange his duty with another without the permission of the authority by whom he was detailed.

824. An officer of artillery, engineers or signals, will share in the general duties of the garrison or camp (guards and piquets excepted which he will take with his own corps only). A commanding officer of artillery, engineers or signals will be included in the roster, but whenever any garrison duty would interfere with his special professional employment and responsibilities, the officer commanding the station may exempt him from such duty.

825. A colonel will not be included in the field officer's roster, but may have special duties assigned to him.

826. An officer exercising a lieutenant-colonel's command will, as a rule, be exempted from serving as field officer of the day, and on other ordinary garrison duties, except when the officer commanding the station considers that, owing to the small number of field officers available, it is not advisable so to exempt him.

827. Every major on the garrison duty roster will do garrison duty as a field officer. A brevet field officer will do duty as a field officer in camp and garrison, but he will perform regimental duties according to his regimental rank.

Daily Duties

828. The hours for "reveille," "retreat" and "tattoo" will be:—"reveille" not earlier than 0500 hours in summer and 0600 hours in winter, the actual hour being fixed at the discretion of the district officer commanding: "retreat" at sunset: "tattoo" (last post) at 2200 hours, unless otherwise specially ordered. In the Yukon and Northern Territories these hours may be varied by a commanding officer to suit local conditions.

829. Between tattoo and reveille no call will be sounded, except "lights out" (which will be sounded a quarter of an hour after "last post") and the "alarm," "fire-alarm" or other signal for troops to turn out. On the "alarm" being sounded all troops will turn out under arms.

830. The field officer of the day will be present at garrison guard mounting and will visit all such guards by day and night. He will take command of the piquets in case of fire, riot, or alarm. In the morning, when the guards dismount, the reports of their commanders will be forwarded by the field officer to the officer commanding the station, together with his own report.

831. In a small garrison, a captain will do the duty of field officer of the day in the same manner as a field officer. When the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed to perform a portion of the field officer's duties.

832. A captain of the day or week may, and a subaltern of the day will, be detailed in each unit to superintend regimental duties. At the discretion of the commanding officer the duties of subaltern of the day may be performed by a warrant officer Class I.

833. An adjutant of the day and any personnel, including bands and drummers, required for camp or garrison duties will be furnished from the battalions in camp or garrison according to roster.

834. Soldiers will be warned for all duties, etc., by means of daily orders posted in a suitable place in the quarters of each company, etc.

Guards and Piquets

835. (a) An officer commanding a camp or station will be responsible for ensuring that the number of garrison and regimental guards and piquets is the lowest possible. They will be replaced, wherever possible, by a system of police.

(b) Guards and piquets will mount at the hours the officer commanding the camp or station may deem best suited to the climate and season. All guards and armed parties, before going on duty, will be inspected by the adjutant or in his absence by some officer or warrant officer of their unit.

836. The officer commanding the station will be responsible for ensuring that the standing orders of guards are up to date and so worded as to meet the needs for which the guard is mounted. The standing orders of the guard will be read and explained to the men as soon as the guard has mounted. Every relief will be inspected before going out and on its return.

837. An officer or soldier will not take off any article of clothing or accoutrements while on guard, unless this is authorized by the officer commanding the station in the interests of men's health. The wearing of the greatcoat or cloak in the guard room will be optional.

838. The commander will visit his sentries at least twice by day and twice by night to ascertain that they are alert on their posts and acquainted with their orders, and, in addition, he will send a non-commissioned officer with a file of men to perform the same duty at frequent and uncertain intervals. A commander will never quit his guard except to visit his sentries, and will then inform the next in command of the probable time he will be absent. He will not allow any non-commissioned officer or soldier to quit the guard without leave, which will be granted only for special purposes.

839. Every guard will turn out at the commencement of reveille, retreat and tattoo sounding. The commander will then carefully inspect it.

840. When a fire breaks out or an alarm is raised, every guard will immediately turn out under arms and, unless otherwise ordered, will so continue until the fire is extinguished or the cause of alarm has subsided.

841. Sentries will be relieved every two hours, but in cold or inclement weather they may, at the discretion of the commanding officer, be relieved every hour. Regimental arrangements should be made for hot coffee to be provided free of charge at some period of the night for each man of the guard.

842. A sentry furnished by a stable guard will mount with or without arms at the discretion of the commanding officer.

843. A commander will render his guard report on M.F.-B. 237. He will also send an immediate report to the field officer, captain of the day, or orderly officer, of any unusual occurrence on or near his guard.

844. A patrol or piquet detailed to assist the civil authorities, or to quell a disturbance in which soldiers are concerned, will be armed and provided with ammunition, and, when employed in the actual suppression of disturbances, will be under the command of an officer. A regimental piquet or patrol employed in the apprehension of soldiers may be sent out with side arms only.

845. Every guard will be dismissed on its regimental parade ground, where it will be inspected and its arms examined. In the case of an officer's guard, the men will be dismissed by the commander after he has reported to any officer of superior rank present on the parade. If the commander of the guard is a non-commissioned officer, a report will be made to the adjutant, or captain or subaltern of the day, previous to dismissal.

846. A young officer will be placed on guard with a senior officer, as supernumerary, for instruction.

847. All stores and furniture (including watch coats) in charge of a guard will be handed over from one commander to another. The commander of the relieving guard will be responsible for their correctness, and will, in his report, note the condition of each article when taken over.

Duties in Aid of the Civil Power

848. The law in regard to the Canadian Army being called out in aid of the civil power will be found in the Militia Act, Sections 75-85, inclusive. (Appendix I).

849. In cases where aid is applied for in the manner provided for by law, the officer commanding a command to whom the requisition is addressed will immediately report the circumstances by telegram to Army Headquarters.

850. An officer commanding a command upon receiving a requisition from the civil authority empowered by law to make the same, has no discretionary power as to the necessity for aid nor has he power to call out the Canadian Army in any command other than the one of which he is in command. Such officer commanding a command has, however, complete discretion as to the number of troops he shall employ. If such officer commanding a command considers that the services of the Canadian Army in commands other than the one of which he is in command are necessary for the purpose of preventing any such actual or anticipated riot or disturbance as recited in the requisition, he is required by law to notify the Chief of the General Staff of the number of officers and other ranks, together with their vehicles and equipment, which he considers necessary and of which number he is the sole judge, and upon receiving such notification the Chief of the General Staff is empowered to call out such of the Canadian Army as in his judgment are available to meet the requirements of the said officer commanding a command as set forth in the notification, and to cause them to be despatched to him.

851. Troops proceeding in aid of the civil powers will invariably have the requisite quantity of ammunition served out to them before going on duty. (See also para. 844.) The unused portion of this supply will be collected immediately after the duty has been performed and returned without delay into store.

Amdt. (No. 102) 14th July., 1947.

852. On arrival in the locality where the disturbance, real or apprehended, occurs, or is anticipated as likely to occur, the officer in command of troops called out in aid of the civil power will consult with the magistrate and with the senior police officer present, and will decide as to the disposition of the troops. He will move his force to the place to which he may be directed by the magistrate, in regular military order, with the usual precautions. He will not permit the troops to be scattered, detached or posted in a situation where they would not be able to act in their own defence.

853. Troops called out under Section 75 of the Militia Act to aid the civil power do not replace the civil power, and an officer commanding troops thus called out will be careful therefore that his command, and each detached portion thereof, is accompanied on all occasions when on duty by a magistrate to represent, and give orders in the name of, the civil power.

854. All orders from magistrates to troops acting in aid of the civil power should be obtained in writing. Should this not be possible, an officer commanding will take care that he is accompanied by a reliable witness when taking a verbal order, and that there is a clear understanding among all concerned as to the meaning of such order.

855. When troops are called out in aid of the civil power, the responsibility for the reading of Proclamation under the Riot Act, or of making any proclamation required by the Criminal Code, rests entirely with the civil power, and in no way with the troops. The latter act solely upon the orders of the accompanying magistrate, invariably conveyed through the officer commanding the troops present.

856. (a) If the magistrate concludes that the police are unable to cope with the riot, and that the situation demands the interference of the troops by action, then, whether the proclamation has been read or not, it is his duty at once to request the commander of the troops to take action. This request should be made distinctly, and if possible in writing, although if given by word of mouth it will be sufficient.

(b) When so requested to take action, it will be the duty of the officer to take such military steps as in his opinion the situation demands. In doing so, he will have absolute discretion as to the action to be taken, and as to the arms, including firearms, which the troops shall use, and as to the orders he shall give, including the order to fire. But the magistrate and the officer are each responsible respectively for anything done or ordered by them which is not justified by the circumstances of the case.

(c) If the officer thinks it unnecessary to take immediate action, it is not obligatory upon him to do so, nor will he continue any action longer than he thinks it absolutely necessary.

857. All commands to the troops will be given by the officer. The troops will not on any account fire except by word of command of their officer who, if it becomes necessary to order the troops to fire, will exercise a humane discretion in deciding both the number of rounds and the object or objects to be aimed at.

858. In order to guard against all misunderstanding, officers commanding troops or detachments are on every occasion on which they are employed in the suppression of riots, or in the enforcement of the law, to take the most effectual means, in conjunction with the magistrates under whose orders they may be placed, for notifying beforehand and explaining to the people opposed to them that in the event of the men being ordered to fire, their fire will be effective.

859. When the detachment does not exceed 40 men, it will be told off into four sections. If it exceeds 40 men, the detachment will be told off into more sections than four.

860. If the commander should be of the opinion that a slight effort would be sufficient to attain the object he is to give the word of command to one or two specified numbers to fire. If a greater effort should be required he is to give the word of command to one of the sections, told off as above ordered; the fire of each of the other sections, if required, will only be given on the regular word of command of the commander.

861. If there are more officers than one with the detachment, and it is necessary for more than one section to fire at a time, the officer commanding will clearly indicate to the troops what officer is to order any of the sections to fire. No person, except the officer indicated by the commanding officer, is to give orders to any section or portion of a section to fire.

862. If it becomes necessary to fire, officers and soldiers have a serious duty, which they must perform with coolness and steadiness, and in such a manner as to be able to cease fire the instant it is no longer necessary.

863. Care will be taken to fire only upon those persons who can be seen to be implicated in the disturbance. To fire over the heads of a crowd has the effect of favouring the most daring and guilty, and of sacrificing the less daring, and even the innocent.

864. Under Section 83 of the Militia Act, troops called out in aid of the civil power are to remain on duty until notification is received from the authority which made the requisition calling them out that their services are no longer required in aid of the civil power. The strength of the force on such duty shall be such as the officer commanding a command considers necessary, he is empowered to increase or diminish the number of officers and men so called out from time to time as in his opinion the exigencies of the case require. On receipt of such notification that the services of the troops are no longer required in aid of the civil power, the officer commanding a command will at once order the force to be withdrawn, and will notify Army Headquarters by telegram.

865. During the period that any portion of the Canadian Army is on service in aid of the civil power, the officer commanding a command will forward a daily report, by telegram, to Army Headquarters.

866. On the completion of the duty for which the force was called out, an immediate report thereof, in writing, will be made by the commanding officer to the officer commanding a command for transmission to Army Headquarters.

867. On completion by troops called out in aid of the civil power of the duty for which so called out, officers commanding commands in which any costs or expenses have been incurred in connection with any such duty will forward to Army Headquarters a statement of such costs or expenses, in order that steps may be taken to effect recovery from the province concerned under the provisions of Section 84 of the Militia Act.

Working and Fatigue Parties

868. Working parties should normally be found by those arms and services whose personnel are mainly non-tradesmen. Such men should be detailed for working parties as seldom as possible, and only under exceptional circumstances on days allotted to their training.

869. Officers commanding units will not furnish working parties except upon an application approved by the officer commanding a command or officer commanding station.

Amdt. (No. 102) 14th July, 1947.

870. (a) The number of warrant officers Class II or non-commissioned officers employed to superintend working parties shall not exceed the proportion of one warrant officer Class II or one non-commissioned officer to twenty private soldiers, except—

- (i) when a larger proportion is authorized by the officer commanding a command, or officer commanding the station, or
- (ii) when the party is engaged in scraping or painting quick-firing ammunition, or scraping or painting ordnance, shot or shell, carriages, slides or miscellaneous stores,

when the proportion may be one warrant officer Class II, or one non-commissioned officer, to ten private soldiers.

(b) A superintending warrant officer Class II, or non-commissioned officer, will not ordinarily be employed at manual labour, except that a working party of less than twenty men should, when possible, be under the charge of a warrant officer Class II, or non-commissioned officer, who can be employed working at his trade.

871. (a) Soldiers will be employed on fatigues, that is routine work connected with the administration of the troops, whenever the public service requires it, at such hours as will not interfere with their training.

(b) Coal fatigues will be performed by defaulters. If none are available, the fatigues will be performed as follows:—

- (i) For non-regimental quarters, offices, gymnasias and other similar buildings, by the soldiers or civilian subordinates employed at such quarters, etc., or by arrangements with the contractor, provided no expense to the public is incurred thereby.
- (ii) For officers' mess and quarters and sergeants' mess, by servants and waiters.
- (iii) For regimental institutes and offices, by men employed therein.
- (iv) For married quarters and barrack rooms, by the occupants of the quarters or rooms.

Light carts or trucks should be utilized wherever available.

872. (a) When electric light operations, electric light practice, instruction in military engineering, or other engineering instruction or work is carried on, an officer of the Royal Canadian Engineers will have charge of the work.

(b) When an officer is in technical charge of work which is being executed by a working party, the officers superintending the party will be informed by this officer (notwithstanding that they may be senior to him) as to the work to be done, and will give the necessary orders to their men.

873. A staff sergeant who is not a regiment artificer, employed on working parties, will be exempt from manual labour, except such as is necessary for his duties as a superintendent. All other non-commissioned officers and men are liable to be required to work at their crafts. A sergeant or corporal for whom, having regard to the nature of the work to be done, there is suitable employment at his craft or in superintending working parties, will not, except in cases of emergency, be required to work as a labourer. A sergeant or corporal required to complete the number of superintending non-commissioned officers will not ordinarily be employed at manual labour.

4.—DUTIES IN REGARD TO GOVERNMENT BUILDINGS

General Instructions

874. The officer commanding a unit, under the direction of superior authority, will be responsible for the care and sanitation of barracks, barrack enclosures and Department of National Defence ground placed in his charge.

875. The officer commanding will be responsible that the floors of riding-schools and closed maneges are kept in repair and properly raked and watered. The materials will be laid under the supervision of the Royal Canadian Engineers.

876. A company, etc., commander will, when practicable, attend the inspection of all buildings, rooms, etc., coming under his command. Similarly, an officer in technical or professional charge of such buildings, rooms, etc., will attend the inspection thereof. These officers and the inspecting officer, respectively, will make a list of the damages or losses to be assessed to their respective services, which will be attested by their signatures and that of the officer making the inspection, or they will object on the spot to any charge against which they wish to appeal, a notification of such objection being made on the list in question. When bedding and furniture, with regard to which questions of damages may arise, are returned to stores, a regimental officer will attend.

877. The receipts of periodical and marching-out inspection reports will be immediately acknowledged by commanding officers and district paymasters by letter to the officer from whom they are received. Commanding officers will at once give written notice to the district engineer officer or district ordnance officer of the items against which they intend to appeal. If the charges are maintained by the assessing authority, the case will be submitted to the district officer commanding who will deal with it in the manner laid down in paras. 634 and 635.

878. The amount of damage or loss discovered or reported at any inspection of barracks will not be charged against troops generally, but will be charged as far as possible against the individuals responsible. Damage, which is not traceable to individuals but is traceable to a group of individuals comprising a platoon, company or detachment or to troops billeted in a particular hut or to other groups of a similar nature, will be charged against the individuals in such groups. All damage not traceable to individuals or to any such group and not in excess of \$500 will be dealt with as provided in paragraph 635 and all such damage in excess of \$500 will be dealt with as provided in paragraph 634. The amounts assessed against each such group will be published in regimental orders.

879. A charge will not be made against the troops for washing rooms or passages unless neglect is apparent or the building has been left in a dirty state. Such cases will be immediately reported by the commanding officer to the district officer commanding.

880. Places of outdoor recreation are part of the barrack establishment, and the expense of repairing injury done to them by the troops is chargeable as barrack damages.

881. A non-commissioned officer in charge of a room will bring to notice at once any losses or damages, so that responsibility may be fixed upon the individuals liable. Cases seldom arise in which it is proper to make a general charge for bedding lost or damaged.

Sanitation

882. In cases of epidemic diseases, every care will be taken to ensure that articles likely to convey infection are not returned to ordnance stores. Should there be any reason to believe that infected articles of bedding, clothing, tentage, etc., have been so returned, the ordnance officer concerned will at once be warned.

883. The windows of every barrack-room will be opened sufficiently to allow of free ventilation, and will be kept open as far as the weather and season admit.

Amdts. (No. 75) 9th Mar., 1946.

884. The cleaning of cisterns, where accessible, and catch-pits and the flushing of latrines will be carried out by fatigue parties detailed from the troops concerned. Water tanks used by troops will be periodically cleaned out by the engineers.

885. (a) Horses will not be allowed to run loose within the boundaries of barracks except in places authorized for grazing.

(b) Dogs will not be kept in barracks, quarters or hospitals, except by permission of the officer commanding the unit or station, and when within the boundaries thereof will be kept under proper control.

(c) Other live stock will not be kept without the written permission of the officer commanding the unit or station, who, before granting such permission, must, in consultation with the officer in medical charge and local sanitary authority, satisfy himself that all laws and regulations dealing with the particular animals which it is desired to keep are complied with.

886. Yards and parade grounds will be kept in order by the troops. Accumulation of snow on the roof of any building, occupied or not, will be removed by the troops.

Medical Inspections

887. (a) A medical officer will inspect the whole of the barracks, including the married quarters, at least once a month. He will note in his sanitary diary any defects in cleanliness or sanitation, and will pass the diary to the commanding officer concerned, who, after recording in it the action taken, will return it to the medical officer.

(b) District medical officers will examine and sign the diary at their inspections.

888. The district medical officer will submit to the district officer commanding the dates proposed for the periodical sanitary inspections of barracks, and the dates, when approved, will be published in district orders. These inspections, and those of the inspector of medical services, will be attended by (i) a senior officer to represent the officer commanding the unit in occupation of the barracks if the officer commanding is unable to be present, (ii) a representative of the district engineer officer, (iii) the medical officer, (iv) the quartermaster.

889. Serious defects in the sanitary conditions of a building, brought to notice at these inspections, will be reported to the headquarters of the district through the district engineer officer, who will record his opinion as to possible remedies and the cost thereof.

Royal Canadian Engineer Inspections

890. (a) An officer of the Royal Canadian Engineers, or a military foreman of works, will inspect the barracks periodically with reference to any repairs that may be required. The quartermaster of the unit concerned will attend the inspection.

(b) A similar inspection will also be carried out when quarters are vacated.

891. Every barrack will be inspected annually by an officer of the Royal Canadian Engineers who will furnish a report thereon to the district officer commanding concerned in which special reference will be made to the sanitary conditions and arrangements. The officer commanding the troops in each barrack will detail an officer not below the rank of captain if available, to attend the inspection. The report of this inspection will be forwarded by the district officer commanding to National Defence Headquarters.

Regimental Inspections

892. During the first week of every month the officer commanding the troops occupying a barrack—or an officer deputed by him—will make an inspection of the buildings, stores, and bedding in possession of the troops. He will note repairs to be made, and stores to be replaced, and see that the number of the articles of bedding agrees with the number shown in the bedding book. The inspection of engineer fixtures will be unnecessary in any month in which the periodical inspection is made by the Royal Canadian Engineers. After these monthly inspections, the commanding officer will forward an indent for articles to be replaced or exchanged.

Marching-in and Marching-out Inspections

893. (a) Marching-in and marching-out inspections will, whenever possible, be combined.

(b) The officer commanding a unit, in conjunction with an officer of the Royal Canadian Engineers and the Royal Canadian Ordnance Corps, respectively, will cause all buildings, fixtures and furniture, allotted for the use of troops, to be inspected (if possible before the arrival of the troops) to ascertain their condition. This inspection will be carried out by an officer not below the rank of captain, or by the quartermaster of the unit concerned. The troops then become responsible for the buildings, etc., handed over.

894. (a) To facilitate the taking over, and handing over, of barracks on a change of station by a unit, advanced and rear parties will be detailed as necessary.

(b) The strength and composition of such parties will be reported to the district officer commanding concerned, as soon as arranged, by the district officer commanding from which the unit is moving.

895. An officer taking over barracks on behalf of a unit will initial and date each inventory before leaving the room or quarter; he will, at the same time, if relieving another unit, make out a list of any articles requiring exchange or replacement so that he need not refrain from initialling the inventories.

896. As soon as possible after marching in, the commanding officer will sign a certificate in duplicate that he has taken possession of the barracks.

897. (a) When troops are ordered to hand over a barrack the officer commanding the station will give the district engineer officer and the district ordnance officer or their representatives, the earliest possible intimation of the hour and date at which the buildings will be vacated, in order that arrangements may be made for the marching-out inspection.

(b) These two officers in assessing damages and going over the whole barracks will be accompanied by an officer having a thorough knowledge of the barracks in question. This officer will, before leaving each room or quarter, attest by his signature in the note-books of the other officers, the correctness of the damages or deficiencies noted therein, or object on the spot, to any charge against which he wishes to appeal. This inspection will include officers' and married quarters.

Appropriation and Equipment

898. The appropriation of each building, etc., will be lettered on the door or on the woodwork over the door. The doors of rooms within the building will be similarly marked if considered desirable. Suitable abbreviations may be used: e.g., C.O. Qrs., F.O. Qrs., Capt. Qrs., O. Qrs., etc.

Amdt. (No. 71) 1st Oct., 1945.

899. Inventories of barrack furniture and utensils will be made out and signed by the officer commanding the unit and inventories of fixtures by the Royal Canadian Engineers. These inventories will be posted on separate billboards. In the case of barrack accessories, the inventories will be retained by the quartermaster of the unit in occupation. In the case of barrack rooms and the quarters of married soldiers, they will be kept by the company, etc., commander.

900. (a) Alterations or additions will not be made to rooms or buildings by any officer or soldier without the sanction of the district officer commanding, who may approve minor alterations not affecting accommodation and not at variance with approved types and provisions in barracks. When such alterations affect record plans, a report accompanied by the necessary drawings, should at once be made to National Defence Headquarters. Temporary building, huts, or stands may be similarly approved by the district officer commanding, as well as the erection of a stage within a building; such erection will not be taken into use until it has been passed as fit, especially with regard to risks of fire, by the district engineer officer.

(b) Any person who makes an unauthorized alteration in the gas, electric light, or water fittings, or interior arrangements of any building allotted for the use of troops will be liable to pay for any excess of gas, electric current, or water consumed, and for the replacement of such fittings and the restoration of the premises.

(c) Machinery, plant or fittings, which have been supplied by units or individuals, will not be taken over for maintenance by the Department of National Defence, unless prior authority for their provision has been obtained from National Defence Headquarters.

901. The commanding officer will be responsible for the security of all unoccupied buildings within a barrack enclosure, as well as for that of any buildings in actual possession of troops.

902. A district officer commanding may sanction the temporary use of spare accommodation for military purposes when no expense to the public is involved.

Precautions Against Fire

903. (a) At all barracks or military stations, a fire committee will be appointed consisting of two members—an officer of the Royal Canadian Engineers; and an officer from the troops quartered in the barracks at the station concerned who should, if possible, not be below the rank of field officer.

(b) The duty of the fire committee will be to make such recommendations to the officer commanding barracks or station concerned as may appear advisable for the improvement of the fire fighting arrangements, and to hold inspections of the fire fighting appliances, at which the troops will turn out as at a fire. Both members of the committee should be present at each inspection which should usually be made without warning.

(c) The committee will report half-yearly to the officer commanding barracks or station concerned on the results of their inspections, but anything which may need prompt attention should be immediately brought to notice.

(d) The committee's report will include reference to the following points:—(i) efficiency of the personnel, (ii) sufficiency of the water supply, and (iii) efficiency and sufficiency of the appliances.

(e) A book will be maintained by the committee in which a full record of all inspections made will be entered and signed by the members. Such record will show what hydrants were tested, what unit furnished the

Amdt. (No. 71) -1st Oct., 1945.

piquet, its strength, etc., and any observations arising thereon. The book will be kept in such place as the officer commanding barracks or station may appoint.

(f) Should it be necessary to replace fire-fighting equipment, a report thereon will be made by the fire committee. A copy of this report will be attached to the indent for such equipment and will be transmitted to National Defence Headquarters.

904. In the case of armouries or other such premises, the district officer commanding concerned will be responsible that orders are promulgated covering the following points:—

- (i) Precautions to be taken to prevent fires.
- (ii) Action to be taken in the event of fire.
- (iii) Supply and maintenance of fire fighting apparatus.

905. (a) The responsibility that the regulations for fire protection are enforced will rest respectively upon the officer commanding a unit which occupies any barracks and the officer commanding the unit under whose care any unoccupied buildings are placed. Immediately after troops enter upon the occupation of any barracks, the commanding officer will appoint a non-commissioned officer and a party of men as a "Fire-piquet."

- (b) A fire-piquet will be trained in—
 - (i) rendering first aid in extinguishing or limiting a fire;
 - (ii) saving persons from a burning building;
 - (iii) salvaging of property.

906. (a) The officer commanding barracks or station will ensure that all fire fighting apparatus is kept clean and that the hose is properly dried after use. A monthly test of such apparatus will be carried out during which all the hose will be attached to the engine or stand-pipes, and hydrant boxes will be examined and cleared.

(b) During cold weather all possible precautions will be taken to protect hydrants from freezing and immediate steps will be taken to thaw out any found to be frozen.

(c) Chemical fire-extinguishers will be periodically inspected and refilled when necessary according to the directions furnished by the manufacturers. A book will be kept recording such inspections and refillings.

907. Instructions for fire piquets, etc., will be posted up in each orderly room, barrack room and fire engine house or shelter.

908. In addition to such keys as form part of the equipment of fire engine houses, fire engines, hose reels and wall boxes, two keys, each of which fits every hydrant and stopcock on the water mains, will be provided for each barrack, and will be distributed as follows:—one in charge of the Royal Canadian Engineers and one will be kept in the regimental guard room. Notices will be placed in all barracks and at stations stating where these keys and the key of the engine house will always be found.

909. When gasoline, petroleum, mineral or other inflammable liquids are kept on departmental property, the storage or keeping of such liquids will be governed by the following conditions which will be strictly adhered to—

- (i) A board will be assembled to decide what quantity may safely be kept in store, the place in which it will be kept and the regulations under which it will be issued.
- (ii) The board will be guided by provincial and local enactments and will conform thereto as far as circumstances allow.

Amdt. (No. 71) 1st Oct., 1945.

- (iii) In framing these regulations it will be necessary to prohibit inflammable liquids being stored in places to which men have access after dark and to direct that lights will not be taken into such stores at any time. The hours of issue will be such as to ensure that the utmost precautions can be taken to avoid danger from fire. Proximity to magazines and other store-houses will invariably be avoided and, in all places where inflammable liquids are stored, a box of sand or dry earth will be placed, to be thrown at once on any inflammable liquid that may have become ignited; water should not be used. When practicable, an officer of a mechanized unit, an artillery officer, and an engineer officer will be members of this board. The proceedings of such board will be submitted for the approval and remarks of the district officer commanding, who will cause periodical inspections to be made to ensure that such regulations as are approved are effectively carried out.

910. Suitable sheds for the storage in barracks of motor vehicles which are private property may be erected at the expense of the owners thereof, as encroachments, under existing regulations. The following rules will be adhered to, and copies will be affixed to the walls of the sheds:—

- (i) Replenishment of fuel tanks of motor vehicles will only be made in the open air and at a distance of not less than 10 yards from any shed or other building.
- (ii) No smoking within such vehicle sheds will be permitted.

911. (a) Lights will not be allowed in military property occupied by troops—except in hospitals, latrines, guard-houses, galleries, or stables—later than a quarter of an hour after the last post. Lights will be permitted in sergeants' messes until 2300 hours.

(b) No smoking will be permitted in tents or buildings where there is loose straw. The use of oil stoves or lamps, except where authorized as public issues, will only be allowed with the express sanction of the commanding officer. Oil and other stoves will not be placed directly on wood and every precaution will be taken to eliminate risk of fire.

(c) All occupants of quarters will be instructed to exercise the greatest caution in the use of fires and lights and particular care will be taken that the arrangement of curtains and other draperies is such as to obviate any risk of fire arising therefrom. Fireworks or bonfires in barracks or camps are prohibited.

(d) Electric fittings, etc., should be kept in good repair and any chafing of wires, heating or other danger that may be noted should be reported immediately to the proper authority. No electrical apparatus of any kind shall be used or installed except as sanctioned by the commanding officer. Wireless sets, the installation of which has been sanctioned, will be disconnected when not in use, and all aerials connected therewith will be properly grounded to suitable earths outside of buildings.

(e) Motion or other picture projectors will not be installed in military buildings, except with the permission of the commanding officer. In issuing any such sanctions, the commanding officer will be guided by the regulations of the Canadian Fire Underwriters' Association supplemented by such provincial and municipal regulations as may be in force governing the use and installations of such machines.

912. The person responsible for the closing of rooms or buildings in which fires or lights are used during the day, but which are unoccupied at night, will personally ascertain, before leaving for the night, that the fires are safely banked and lights other than those which are required to be kept burning are extinguished and that there is nothing which might lead to an outbreak of fire. In messes, canteens, etc., all rooms in which fires or lights have been used during the day will be swept out before

being closed at night. A commanding officer will ensure that in stables the water buckets kept for fire protection are filled with water and left in an accessible spot.

913. (a) If an escape of gas occurs in barracks, all lights, except electric lights, will be turned off immediately, and the upper sashes of the windows opened. The district engineer officer, or his representative, will be at once informed.

(b) A duplicate key or spanner of all gas stop-cocks, or master-key of locked cupboards in cases where the cocks are boxed in, will be kept in the guard room to enable the gas to be turned off promptly from any building in case of fire.

914. An officer or soldier, as well as any other person subject to military law, will be liable to make good, damage done to government property by fire, the result of his own neglect, but in view of the large sum to which liability may extend in such cases, the amount to be recovered will usually be limited to the equivalent of a week's pay of the individual who is held responsible.

915. Whenever a fire, explosion or similar occurrence involving the destruction of public property takes place in any barrack or other Military building, or in any building, tent or store occupied by the Department of National Defence for any purpose whatsoever a court of inquiry will be immediately assembled to investigate the cause of it. Such court will include an engineer officer. At the discretion of the convening officer, a military clerk of works or a military foreman of works, Royal Canadian Engineers, may be detailed as a member of the court in place of an engineer officer.

916. (a) A court of inquiry assembled to investigate the circumstances surrounding the origin of a fire and the damage done thereby, will obtain and include in its proceedings the most complete information available with regard to the following matters:—

- (i) The cause and the point of origin of the fire—every effort will be made to find the cause, all possibilities will be examined in a process of elimination.
- (ii) By whom it was discovered.
- (iii) The action taken by the person or persons who discovered the fire.
- (iv) To whom the person discovering the fire first reported it, and details concerning the subsequent actions of both parties.
- (v) The responsibility for any undue delay between the discovery of the fire and the sounding of the alarm. The length of time between these two events will always be stated.
- (vi) The length of time elapsed between the discovery of the fire and the fire-fighting apparatus coming into action.
- (vii) What officer was in command of the fire arrangements, and the manner in which he carried out his duties.

Amdt. (No. 28) 1st Jan., 1942.

Amdt. (No. 34) 17th Apr., 1942.

Amdt. (No. 71) 1st Oct., 1945.

- (viii) The action of the non-commissioned officer in charge of the fire piquet and whether the entire fire piquet turned out promptly, and functioned efficiently.
- (ix) Whether there was any failure as regards water supply, fire hydrants, or fire-fighting apparatus. Details and explanations will be included covering any failures, together with a statement of the fire-fighting equipment available.
- (x) The action taken to warn the corporation or other local fire brigade. Details to be given of any arrangements which had been made to obtain the aid of such fire brigade previous to the fire.
- (xi) The length of time between the warning of the corporation or other local fire brigade for assistance and its arrival at the scene of the fire.
- (xii) The extent and the cost of the assistance rendered by the corporation or other local fire brigade. The evidence of the individual in charge of the brigade will be obtained and will include his comments as to the manner in which fire arrangements functioned and recommendations to improve them.
- (xiii) The length of time between the discovery of the fire and when it was extinguished.
- (xiv) The extent of damage done to:—
 - (a) Persons—complete particulars of all injuries suffered by persons, to include a statement by a medical officer as to the possibility of permanent disability.
 - (b) Buildings—structural damage and, if applicable, the insurance carried.
 - (c) Publicly owned contents of buildings:—
 - Ordnance stores,
 - Engineer stores,
 - Other stores.
 - (d) Privately owned contents of buildings—The court will obtain a statement by each owner as to the amount and type of insurance carried.
- (xv) The person or persons, military and/or civilian who were last on the premises before the fire was discovered. Evidence is to be obtained of his or their movements and actions at that time, and particularly whether he or they smoke and whether he or they, while on the premises, where the fire occurred, had been smoking.
- (xvi) Responsibility for the fire, if this be possible, to determine. Should the fire be due to a stove explosion, expert opinion, as to the characteristics of the coal used, is to be included in the evidence.
 - (b) At the end of the taking of evidence the court will summarize each of the foregoing points in its report. Where evidence given by two or more persons does not agree the court will endeavour to arrive at the true facts of the case, and record its opinion accordingly.
 - (c) In conclusion the court of inquiry will record its recommendations as to the steps to be taken to supplement existing fire precautions, and for the prevention of future fires.
 - (d) In the case of fire the following will be produced at the court of inquiry and attached to the proceedings as appendices:—
 - (i) Fire orders and special fire instructions.
 - (ii) Priced lists of destroyed property, both public and private, certified correct and showing vocabulary or cost price, date of purchase or issue, and the life of the article.

Amdt. (No. 28), 1st Jan., 1942

(iii) Plan of building, and locale, showing all pertinent points mentioned in the evidence.

(iv) Any other pertinent documents referred to in the proceedings.

(e) The remarks of the command engineer officer and the command ordnance officer will be placed at the end of the proceedings. Where the destruction of buildings and ordnance stores is entailed, the proceedings will be sent through the command engineer officer and the command ordnance officer to the officer commanding the command.

The command engineer officer will give the estimated cost of structural repairs and, if applicable, and in the case of total destruction, the estimated cost of replacement.

The command ordnance officer will include a statement showing the value of the deficiencies and recommend whether full or part worn value should be charged.

The officer commanding a command will attach his remarks as to the finding of the court and his recommendation concerning disposal, by writing off charge or otherwise, of the loss of stores, equipment, and buildings. Any salvage will be duly considered.

(f) In the case of an explosion or similar occurrence the above procedure will be followed as far as is applicable.

917. The area commander or officer in charge of administration will deal with the proceedings of all Courts of Inquiry according to the provisions of paragraph 634 (iii), (iv) and (v), where the loss exceeds \$500, and according to the provisions of paragraph 635, (i), where the loss does not exceed \$500. Only those proceedings which indicate the loss of more than \$500 will be forwarded in duplicate to the headquarters of the command, where they will be dealt with in accordance with paragraph 635A for consideration.

918. All fires occurring in buildings occupied by the Department of National Defence will be immediately reported to Army Headquarters by wire if of an extensive nature, or by mail if of a minor character. The report will include an approximate estimate of the damage done; when loss of accommodation in barracks is entailed the report will also state the number of troops displaced and how they will be temporarily accommodated.

919. (a) The Department of National Defence does not assume any responsibility for the loss of or damage to the furniture or private effects of officers or soldiers except as provided for in Article 323, Pay and Allowance Regulations.

(b) Insurance covering the same in barracks, camps, or en route, must, if required, be provided by the individual concerned.

Drill Halls

920. The officer commanding a command will appoint an officer to be in charge of each armoury or drill hall in which more than one unit is quartered. When one unit only is quartered therein, the officer commanding the unit will be in charge of it. This officer will be known as the officer in charge of the armoury and his duties in connection therewith will be laid down by the officer commanding a command, to whom he will be responsible.

Amdt. (No. 28) 1st Jan., 1942.

Amdt. (No. 51) 16th Feb., 1944.

Amdt. (No. 83) 5th Sept., 1946.

Amdt. (No. 108) 29th Sept., 1947.

921. Where more than one unit is concerned in an armoury or drill hall, the officer commanding a command will appropriate the rooms therein and will lay down the days and hours during which any rooms and training areas are allotted to units for their sole use. These duties he may delegate to other officers.

922. (a) The use of drill halls and armouries for other than military purposes may be authorized by the officer commanding a command on the following conditions:—

- (i) That such use does not conflict with the interests of the Army.
- (ii) That no other suitable accommodation is available locally for the desired purpose.
- (iii) That in cases where an individual or an organization might profit financially by such use, the Mayor (or equivalent) shall certify that the use will be of benefit to the community as a whole, and that he approves.
- (iv) That the applicant pays a suitable charge to cover rental, heating, lighting, caretaking services, and any other cost of maintenance during occupancy. Where the use is solely for charitable purposes, a charge will not be made for rental.
- (v) That the applicant deposit with the officer commanding a command a fire insurance policy drawn in favour of the Minister of National Defence, to cover the value of the building and any adjacent buildings owned by the Crown, together with contents of all buildings so insured, as laid down by the officer commanding a command, for the full period of occupancy, and that the applicant arranges the attendance of as many trained fire fighters as the officer commanding a command, in conjunction with the local fire authorities, consider necessary.
- (vi) That the applicant undertakes to ensure that no laws of the province and municipality concerned are contravened.
- (vii) That the applicant undertakes to repair or pay compensation in lieu of physical restoration for all damage, except damage by His Majesty's servants or agents and fair wear and tear, occasioned by such use, and undertakes to indemnify and save harmless His Majesty from and for all claims of any kind or nature arising out of the use.

(b) The officer commanding a command will specify the suitable charge referred to in (a) (iv) above.

(c) The Minister may waive or, by general or specific direction, authorize the Quartermaster General or officers commanding commands to waive all or any of the conditions laid down in sub-paragraph (a) if the application is made by, or on behalf of, a non-commercial organization. If the application is for use for more than seven consecutive days it will be referred to Army Headquarters by the officer commanding the command with his recommendation.

(d) The use of the armoury or drill hall for regimental purposes, or for the sole benefit of regimental funds will be considered as for military purposes.

923. (a) Caretakers and other persons employed in connection with drill halls and armouries are under the direct control of the district officer commanding or such other officer as he may appoint for that purpose. Duties and responsibilities are laid down in "Instructions for Caretakers and Firemen, M.F.C. 540."

(b) The appointment, pay, absence, replacement, suspension for misconduct, and retirement of civilian caretakers and other civilian personnel employed in connection with drill halls is governed by the Civil Service Act and the regulations thereunder.

(c) The district officer commanding, should he consider it necessary, will arrange locally for the temporary employment of a competent person to do the work of any caretaker, fireman or other person employed under authority of the Civil Service Act who dies, vacates an appointment, is absent through sickness or is suspended from duty for any cause and will at once report the matter to Army Headquarters; such temporary employment will not continue beyond thirty (30) days without the approval of the Civil Service Commission being obtained through Army Headquarters.

Re-appropriations: Sites for Buildings and New Buildings

924. (a) A commanding officer or head of service will bring to notice any re-appropriation which he considers will lead to economy or be advantageous.

(b) All proposals for re-appropriation will be referred to the district engineer officer for report for the information of the district officer commanding.

(c) District officers commanding are authorized to approve re-appropriations other than those in armouries and drill halls, for which see para. 921, except in the following cases when the approval of the quartermaster-general will be required:—

(i) When the expenditure involved in the re-appropriation is in excess of that which a district officer commanding is permitted to authorize

(ii) When the re-appropriation involves an expenditure of public funds for rental or allowances in lieu of the accommodation being re-appropriated.

(d) Army Headquarters will be notified of all re-appropriations authorized.

925. Whenever it is proposed to construct buildings, either for the use of troops or upon land appropriated for their use, the district engineer officer will submit a plan of the site he suggests, with his reasons for the selection, to the district officer commanding.

926. Upon completion of a new building or an extensive addition or alteration to an existing building belonging to the Department an application for authority to occupy it will be made to Army Headquarters and will be accompanied by the proceedings of a board of officers assembled in accordance with para. 927. The building will not be occupied until authority therefor is obtained.

927. (a) When a board of officers is convened to report upon a site for a proposed building, a new building, or an addition or alteration to an existing building or a re-appropriation, the following will be a guide to its composition:—

- (i) A field officer as president, if practicable.
- (ii) One or more officers of the unit or units concerned with the matter to be considered.
- (iii) The district engineer officer or his representative, if siting or construction is involved.
- (iv) The district medical officer or his representative, when questions of health or sanitation may arise.

An officer under (ii) will not be required from the unit to which the president belongs. At the discretion of the commanding officer, warrant officers or senior non-commissioned officers from the unit or service concerned may be detailed in place of the officers referred to in (ii) or (iii).

(b) A board will invariably be convened in accordance with sub-para. (a) in the case of each new building or extensive addition or alteration which has been built or carried out by contract; in other cases convening will be at the discretion of the district officer commanding.

(c) In the case of a building the board will report upon the fitness for occupation and will attach to the proceedings a statement prepared by the district engineer officer giving particulars of the accommodation reported upon. A further statement, signed by the district engineer officer or engineer responsible, will also be attached to the proceedings showing whether the work has been completed in accordance with the plans and specifications.

(d) The convening officer, upon receipt of the proceedings, will refer them to the head of the service concerned in the district, unless the latter has signed the proceedings as a member of the board.

(e) When the district officer commanding in his discretion under sub-para. (b) does not convene a board the opinions of the officers commanding units concerned and of heads of services concerned will be obtained.

Miscellaneous Barrack Duties

928. A commanding officer will exercise careful supervision over the consumption of gas, electric light and water and ensure that precautions are taken to guard against frozen water pipes. All cases of excessive consumption will be investigated by the district officer commanding. The following scale may be taken as a guide to the daily quantity of water required for normal purposes:—

- 20 gallons for each officer, man, woman, or horse.
- 10 gallons for each child.
- 50 gallons per head for personnel and patients in military hospitals.
- 20 gallons for each mechanical transport vehicle (motorcycles and combinations 4 gallons).

929. The admission into barracks of persons not having official business therein will be subject to such restrictions as the officer commanding may impose.

Responsibility for Safety of National Defence (Militia Service) Wharves, etc.

930. (a) The engineer officer i/c of National Defence (Militia Service) wharves, piers, landing stages at forts or foreshores, used by the Department of National Defence (Militia Service) and hired vessels for berthing or mooring purposes, is responsible that such are safe.

Amdt. (No. 64) 14th April. 1945.

Amdt. (No. 71) 1st Oct., 1945.

(b) In the event of any of the structures, berthings, moorings, etc., becoming unsafe at any time, the responsible officer will take steps for its use to be discontinued until it has been placed in a safe condition again.

(c) A notice board, with a warning as to its unsafe condition, will be exhibited in a conspicuous position near the part concerned and steps will be taken, through the proper channel, to have any necessary repairs executed with the least possible delay.

5.—MARRIED ROLL, ALLOTMENT, ETC., OF QUARTERS

Married Roll—Active Force

931. Definition—(a) For the purpose of this sub-section, "dependent child" of an officer or soldier means a legitimate son, legitimate daughter, step-son, step-daughter or a legally adopted son or daughter, who is:

- (i) under 18 years of age, or prevented from earning a living by reason of mental or physical infirmity;
 - (ii) in law or in fact in the custody and control of the officer or soldier;
 - (iii) dependent upon the officer or soldier for support; and
 - (iv) in the case of a daughter, step-daughter or legally adopted daughter, is not married.
- (b) For the purpose of (a) (ii) of this paragraph, where an officer or soldier is divorced or is estranged and living apart from his wife

- (i) a child is "in law or in fact in the custody and control of the officer or soldier" when

- (a) a court decree or judgment or separation agreement exists, the terms of which award the custody of the child to the officer or soldier, or make no provision for the child, but the child is actually in the custody of the officer or soldier, or
- (b) a court decree or judgment or separation agreement does not exist, but the child is actually in the custody of the officer or soldier.

- (ii) a child is not "in law or in fact in the custody or control of the officer or soldier" when a court decree or judgment or separation agreement exists which awards the custody of the child to the wife.

932. A nominal roll to be designated the "Married Roll" shall be maintained by each unit.

Amdt. (No. 5) 1 Jul, 39.
Amdt. (No. 89) 4 Nov, 46.
Amdt. (No. 114) 22 Dec, 47.

933. Subject to any limitations prescribed by the Minister, the "Married Roll" shall include any officer or soldier duly appointed to or enlisted in the Active Force who has served on Active Service during the period commencing on the 10th day of September, 1939, or who has attained, in the case of an officer, the age of 25 years (Provided that a soldier who is carried on the Married Roll on being commissioned shall not be removed from the Married Roll because he has not reached the age of 25 years), or in the case of a soldier 23 years if he

(a) is married, except when

(i) he is estranged and living apart from his wife, or

(ii) his wife is being maintained at the expense of a public authority; or

(b) has at least one dependent child.

934. (a) Where an officer or soldier who is carried on the Married Roll is divorced or separated, or where any circumstance occurs which might preclude his retention on the Married Roll, he shall immediately notify his commanding officer, who shall communicate the information, through the officer commanding the command, to the Adjutant-General.

(b) Where circumstances come to the attention of the commanding officer indicating that it is undesirable to continue to carry an officer or soldier on the Married Roll, he shall report the circumstances, through the officer commanding the command, to the Adjutant-General.

935. The Married Roll is intended to provide a nominal roll of officers and soldiers who are endeavouring to carry on a normal domestic existence and are entitled to certain compensations by reason of the disruption of this endeavour caused by the exigencies of the Service. It is not intended to provide a nominal roll of officers and soldiers having legal dependents. Subject only to the age limitations prescribed in paragraph 933 and to ministerial policy, the Adjutant-General may cause any officer or soldier to be placed on the Married Roll or removed therefrom in order to fulfill this intention.

(Effective 22 Dec, 47.)

936-940. Spare.

Amdt. (No. 5) 1 Jul, 39.

Amdt. (No. 89) 4 Nov, 46.

Amdt. (No. 114) 22 Dec, 47.

Quarters—Generally

941. The term "quarters" as used in the succeeding paragraphs of this sub-section shall mean accommodation appropriate to and suitable for the reasonable and legitimate needs of the officer or soldier concerned at the time the quarters are allotted, having due regard to his rank, appointment and status, i.e., married or single, and in the case of a married officer or soldier the number, sex and ages of his dependents.

942. When quarters are available for an officer or soldier, he shall be required to occupy them.

943. Applications for quarters will be sent to the district engineer officer who will assign them.

944. (a) Vacant quarters and those no longer required for occupation will be handed over to the district engineer officer.

(b) A commanding officer will notify the district engineer officer of all departures from the station, as they occur, of personnel under his command occupying married quarters, stating in each case the particular quarters vacated.

945. When quarters have been allotted to an officer or soldier on the married establishment, he shall not be dispossessed of them unless:—

- (i) they are required for the accommodation of an officer or soldier whose duties are such, in the opinion of the district officer commanding, or the officer commanding the station in the case of stations administered direct by National Defence Headquarters, as to require him to live in the quarters concerned, or
- (ii) he consents and then only if they will be immediately occupied by another officer or soldier, or
- (iii) they are re-appropriated for other purposes.

946. An officer or soldier not on the married establishment in occupation of quarters may at any time be required to vacate them if the interests of the service so necessitate.

947. The quarters allotted to an officer or soldier shall not, during the period they are so allotted, be used for the temporary accommodation of any other officer or soldier without the consent of the officer or soldier to whom such quarters have been allotted.

Officers

948. (a) An officer on the married establishment will be entitled to quarters at stations where quarters suitable for the accommodation of married officers are available. Regimental officers will be given preference and an officer's claim to choice of quarters will be governed by his seniority.

(b) Married medical officers and married veterinary officers not carrying on private practice, and married quartermasters, irrespective of rank, will be provided with married quarters if such are available and their duties so require.

949. An officer has not a right to quarters which he does not occupy, except a commanding officer or a married officer in private quarters who may have a room in barracks if he does not thereby exclude another officer.

950. In the allotment of quarters to officers on the married establishment the following principles will be observed:—

- (i) Regimental officers will have preference over staff officers.
- (ii) Regimental officers will be quartered as near as possible to their troops.
- (iii) Quarters will be distributed to units on a per capita basis as far as is practicable.

Amtd. (No. 64) 14th April, 1945.

951. An unmarried officer for whom accommodation is not available in the quarters allotted to his own unit will, if accommodation within half a mile of his mess is available elsewhere at the station, be considered as being in occupation of quarters.

Soldiers

952. Married soldiers are not entitled to special quarters but, subject to the conditions of para. 953, the choice of vacant quarters will be by seniority.

953. The following table is a guide to the allotment of quarters to soldiers on the married establishment:—

Number of rooms, exclusive of kitchen and bathroom	For allotment to an Other Rank
3	No children
4	1 child
5	2 or 3 children
6	4 or more children with any above the age of 10 of different sexes.

954. Where the wife of a soldier is separated from her husband by divorce, written separation agreement, judicial decree of separation from bed and board or other similar judicial decree separating her from her husband, and is entitled under such agreement or by order of a competent court to payments from her husband, the commanding officer will decide, according to the circumstances of the case, whether or not the soldier will be allowed to occupy quarters as a soldier on the married establishment provided such are available. Ordinarily, if there are any children of the marriage and the custody is vested in the husband, he should be allowed to occupy such quarters; on the other hand, if the custody of the children is vested in the wife or there are no children, the soldier will cease to occupy such quarters.

Soldiers Not on the Married Roll

955. If quarters are available after provision has been made for all soldiers on the married establishment, married soldiers whose names are on the waiting list referred to in para. 937 may be given the option of occupying such quarters temporarily, provided no additional expense to the public is thereby incurred and that such soldier will vacate the quarters immediately they are required for other purposes.

956. A warrant officer or non-commissioned officer above the rank of sergeant will be required to occupy any suitable quarters that can be allotted to him. A warrant officer will be allowed two rooms when such is practicable without increasing the number of soldiers to whom allowances in lieu of lodging, fuel and light are paid.

957. A sergeant will be assigned a separate room in the portion of the barracks occupied by the single men, when this accommodation can be given; otherwise, he will be in a barrack-room with the men.

Vacating and Re-allotment of Quarters Officers

958. (a) Quarters allotted to an officer will be vacated and available for re-allotment.

(i) Upon the officer quitting the station on transfer.

(ii) Upon the officer being dispossessed under the provisions of para. 945.

- (iii) Upon the temporary absence of the officer from the station if said absence is expected to exceed two months unless the officer commanding the command has authorized the quarters to be retained; provided that if an officer is ordered to vacate his quarters while absent on duty he will, if the exigencies of the service permit, be afforded an opportunity to return at public expense in order to make the necessary arrangements for the removal of his furniture and effects.
 - (iv) Upon the commencement of leave granted prior to retirement, unless the officer commanding the command has authorized the quarters to be retained.
 - (v) Upon the death of the officer, provided that the officer commanding the command may authorize the retention of the quarters for a period not exceeding two months or until the dependents have made arrangements for accommodation elsewhere, whichever involves the shorter period of retention.
- (b) Notwithstanding the provisions of sub-para. (a) of this para., a classified officer enumerated in para. 191, who is married or who has dependents residing with him, may retain his quarters or such others as may be allotted him in lieu, when—
- (i) Detached on temporary duty;
 - (ii) Sent on active service, but subject to such retention being approved by the officer commanding the command;
 - (iii) Proceeding on sick leave;
 - (iv) Transferred for duty elsewhere and any of his dependents cannot accompany him owing to certified illness;
- provided in all cases that the quarters are necessarily occupied by his dependents.

Soldiers

959. (a) Quarters allotted to a soldier will be vacated and available for re-allotment:—

- (i) Upon his transfer from the station.
- (ii) Upon his being dispossessed under the provisions of para. 945.
- (iii) Upon his temporary absence from the station, if such absence is expected to exceed one month.
- (iv) Upon his being sentenced to imprisonment or detention for a period exceeding six months for any offence or upon his being found guilty of desertion or upon his trial having been dispensed with, he having signed a confession of desertion.
- (v) Upon the commencement of furlough preceding discharge.
- (vi) Upon his death.

(b) Notwithstanding the provisions of sub-para. (a) of this para., the officer commanding the command concerned, upon the recommendation of a soldier's commanding officer and after due consideration of the circumstances, may authorize him or his dependents to continue to occupy his quarters for a reasonable period.

Residing Out of Barracks Officers

960. Irrespective of whether or not accommodation is available in barracks, the following officers will not be required to occupy quarters:—

- (i) Those who are posted to a station for temporary duty for a period less than eight days. Provided he is satisfied that the circumstances justify it, the officer commanding the command may authorize the extension of this period to a total of not more than thirty days.
- (ii) Those whose places of duty are so far distant from barracks that, in the opinion of the officer commanding the command concerned, it is desirable for them to reside elsewhere than in barracks.

Soldiers

961. A married soldier or a widower with dependents, who is not on the married establishment, may, with the approval of his commanding officer, be allowed to sleep out of barracks. Any such soldier not regular in his duties, orderly in his lodgings, exact in his dress, etc., will forfeit such privilege and be brought back into barracks.

6.—MEDICAL AND HOSPITAL DUTIES**General Instructions**

962. (1) An officer or soldier who is employed for continuous general service shall be entitled to medical examination and treatment, including any necessary hospitalization, at public expense, except when:

- (a) he has failed to comply with the provisions of paragraph 1123 in respect of medical attention required while on leave of absence or pass; or
- (b) he is on leave of absence without pay, other than in respect of an illness contracted or an injury received prior to the granting of the leave.

(2) An officer or soldier who is seconded to a civilian position shall comply with the provisions of paragraph 1123 when he requires medical attention.

963. When necessary a guard will be furnished to a hospital, and the command or area medical officer will submit to the officer commanding the command or area or the officer commanding the station any particular orders he recommends should be given to the guard.

964. A regimental officer will be allowed access to his men in hospital at suitable hours.

965. A patient will not have money or valuables in his possession nor receive pay or presents of food, drink, or luxuries, without the permission of the medical officer in charge, who will bring the soldier's requirements to the notice of his commanding officer.

966. (a) At stations where a medical inspection room is provided in barracks, the furniture of such room will be in charge of the unit occupying the barracks, and the officer commanding such unit will furnish an orderly to be under the orders of the medical officer while in attendance at said inspection room.

(b) The name of every soldier reporting himself sick will be entered in the Sick Report, M.F.B. 292, which will be prepared in duplicate.

(c) If a medical inspection room is provided in barracks, the medical officer will there examine soldiers in arrest and soldiers reported sick who are able to attend thereat.

(d) The examination of the sick will be made at such hours as will enable them to reach the hospital before the hour of the morning visit by the medical officer in charge.

967. When a patient in hospital is convalescent he will be discharged and will attend at the hospital or inspection room as directed for further treatment as an out-patient. The same rule will apply to a soldier temporarily unfit, but for whom treatment in hospital is not essential.

Amdt. (No. 11) 2 Oct 39.

Amdt. (No. 135) 13 Dec 48.

He will be marked "Attending Hospital." (This will not apply to Non-Permanent Active Militia camps of instruction.) A soldier "Attending Hospital" will not be permitted to leave barracks. According to medical recommendations, he will be relieved from all duties or employed on light duties and fatigues. (See para. 1054.)

968. Officers and soldiers, when necessary, may be admitted or transferred to a civil hospital for treatment, but authority will be obtained from Army Headquarters before such admission or transfer, except when the urgency of the case will not permit of this being done. Covering authority, however, will be applied for and in all cases the officer in medical charge will give full particulars and terms on which such patients have been admitted.

969. (a) When a soldier is sent to hospital he will be accompanied by a non-commissioned officer, who will take with him the Sick Reports (M.F.B. 292).

(b) A soldier admitted to hospital will take with him, in addition to the clothes he is wearing, his devotional books, hair brush, comb, razor, shaving brush, tooth brush, blacking brushes, tin of blacking and greatcoat. The remainder of his kit, together with his arms and accoutrements, will be taken into store by his unit. Medals, trinkets, etc., will be retained by the commanding officer of the unit, and moneys belonging to the soldier will be credited to his account. When admission to hospital is for an infectious disease, the medical authorities will communicate with the officer commanding the soldier's unit as regards the disinfecting of kits.

970. When a soldier is to be discharged from hospital the medical officer in charge will, if possible, on the day preceding his discharge notify this fact on the back of M.F.B. 292 to the officer commanding the unit to which the soldier belongs.

971. Medical officers may employ on light duties, without extra pay, patients whom they consider able to aid the hospital establishment. Should it become necessary to employ soldiers from other units, officers commanding stations are authorized to furnish them on application of the medical officer, and, while so employed, these soldiers will not be available for other duties, nor, if it can be avoided, will they be relieved by others so long as their services are required. Should it become necessary to change them, due notice will always be given to the medical officer i/c the hospital.

972. When a soldier employed in a hospital, other than a patient, is placed in arrest, the medical officer in charge will at once report the case to the soldier's commanding officer for disposal, unless such soldier has been attached for discipline, in which case the medical officer will dispose of the offence.

973. An offence committed by a patient in hospital will be reported at the time to his commanding officer, who will deal with the case when the soldier is discharged from hospital.

974. Notwithstanding the provisions of para. 973, an offence committed by a patient in hospital who is on active service may be summarily dealt with by the officer commanding such hospital by an award of forfeiture of pay under the provisions of Section 46 (2) (d) of the Army Act if the patient is a private soldier, and as provided for in para. 470, if the patient is a non-commissioned officer.

975. When an officer or soldier is dangerously ill in hospital, or dies, the medical officer in charge will notify the officer commanding the unit (who will take action as set forth in paras. 1481 and 1482).

976. When a medical officer makes suggestions to the district medical officer on matters affecting the health, comfort and accommodation of the troops, or the sanitary condition of the locality, the concurrence or otherwise of the local officer commanding will be obtained and communicated to the district medical officer. Copies of reports or suggestions made to an officer commanding will also be forwarded to the district medical officer.

977. When an officer at a station employs a civilian medical practitioner to attend upon himself or his dependents, or when a soldier on the married strength does so for his dependents, he will at once report the circumstances (forwarding a certificate as to the nature of the illness) for the information of the officer commanding and the medical officer in charge. The medical officer is authorized to visit any case of sickness in barracks or married quarters to enable him to take such precautions as are required.

978. An officer or soldier, eligible to receive medical attendance at the public expense, who is taken ill at a place where there is no medical officer will report to the nearest military authority.

979. (a) Dependents of officers or soldiers are not entitled to medical attendance, but as an indulgence they may receive medical attention at inspection rooms and out-patient departments of military hospitals. Drugs and surgical dressings such as can be supplied from government medical stores may be issued to dependents.

(b) Dependents occupying public quarters will be allowed such medical and surgical advice as can be rendered at their public quarters or at the inspection rooms and out-patient departments of military hospitals.

(c) The term "dependents" of an officer or soldier, for the purposes of the regulations referring to medical attendance, shall have the meaning prescribed in Article 89 (2), Pay and Allowance Regulations.

Inoculation and Vaccination

980. (a) Inoculation and re-inoculation, vaccination and re-vaccination, blood examination and treatment against any infectious disease where indicated, as the case may be, shall be made compulsory for members of the Active Force.

(b) The unreasonable refusal by an officer or soldier of the Active Force to submit to such vaccination, inoculation, treatment or blood examination, as the case may be, when ordered to do so as aforesaid, shall be deemed to be disobedience of a lawful command given by his superior officer and to constitute an offence against subsection two of section nine of the Army Act and the said subsection shall, as part of the law of Canada, be construed accordingly.

(c) It shall be a defence to any prosecution for an offence under this paragraph to prove that such vaccination, inoculation, treatment or blood examination is contrary to the doctrines and the religion of such officer or soldier, or that a qualified physician has certified that such vaccination, inoculation, treatment or blood examination would be likely to be injurious to the health of any such officer or soldier.

(d) Wives and children of all officers and soldiers of the Active Force who refuse inoculation and vaccination, blood examination or treatment against any infectious disease, as the case may be, shall not be permitted to live in Government quarters, if the district officer commanding considers that by so doing they are endangering the health of the garrison.

Amdt. (No. 84) 9th Sept., 1946.

Medical Officers and Hospitals in the Field

981. A medical officer attached to a unit in the field will be under the orders of the officer commanding the unit, but will be at the disposal of the assistant director of medical services of the division in which he is serving.

982. When sick or wounded are sent to a field ambulance their kits, arms, and accoutrements will accompany them.

Medical Officers doing Duty with Troops in Peace

983. A medical officer will not be required to be on parade, except at inspections and such occasions when his professional services are required.

984. (a) If, at camps of instruction, schools established for full time courses, or during rifle or gun practice, the officer commanding is of the opinion that a medical officer should be in attendance, he will apply to the district medical officer for a medical officer to be present.

(b) If a medical officer is not available, the name and address of the nearest medical practitioner available in case of accident must be known to the commanding officer.

7.—BANDS

General Instructions

985. No band will be recognized as such unless it conforms to the regulations herein set out.

986. The non-commissioned officers and men included as bandmen and musicians or acting bandmen and acting musicians in the establishments will be effective soldiers, properly drilled and liable to serve in the ranks. The numbers authorized by the respective establishments will not be exceeded, but boys enlisted by special authority for training as bandmen or musicians, and not included in the authorized numbers of bandmen or musicians, may be clothed as bandmen or musicians provided that no expense to the public is caused thereby.

987. (a) Subject to the approval of its commanding officer, any militia band may appear in uniform and play in any procession unconnected with the militia, or at any meeting or demonstration unconnected with the militia.

(b) Should a commanding officer at any time refuse to permit a band of his corps to take part in any procession, meeting or demonstration unconnected with the militia, he will immediately report such fact to National Defence Headquarters, through the proper channel, giving his reasons for such refusal.

988. Bandmasters are responsible for the discipline, as well as for the instruction of their bands. They will attend all parades with their bands, and will accompany and be responsible for them when they play in public places or attend an entertainment. Bandmasters are not permitted to wear plain clothes on duty, and when in uniform, must be dressed in conformity with the regulations of the service.

989. A bandsman or musician in the Permanent Force who commits an offence entailing a regimental entry may, at the discretion of the commanding officer, be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

990. (a) To ensure musical uniformity, band instruments will be of the pitch known as "The New Philharmonic Pitch," which is 465 vibrations a second at 68° Fahrenheit for B flat, corresponding to 439 for A and 522 for C at the same temperature.

(b) Bands at present in possession of high pitch instruments will adopt "The New Philharmonic Pitch" as and when their particular circumstances allow.

991. (a) The authorized arrangement of the National Anthem as published by Messrs. Boosey and Hawkes, Ltd., will invariably be used and will be rendered in the following style:—

(i) The first bars will be played "pianissimo," at M.M. 60 crotchets, using the full reeds, horns and basses, the whole phrase of six bars being slurred over in all parts. (The brass will be brought up smartly into playing position on the 3rd beat of the 5th bar.)

- (ii) The cornets and the side drum will be added on the 2nd beat of the 6th bar, the four quavers being slurred, making a rubato, the side drum rolling, beginning "pianissimo," a "crescendo" being made to a "fortissimo" on the 1st beat of the 7th bar, where the full band is to be employed, at the tempo of M.M. 52 crotchets.
 - (iii) The last eight bars will be played "fortissimo" as broadly as possible—almost slurred—similar to an organ legato style. The bass drum and cymbals will not be used, but the side drum and timpani will continue to roll throughout. A "rallentando" will be made in the second last bar.
 - (iv) When the first part only is used for saluting or for any other purpose, it will be rendered in the style indicated above, for the last eight bars—i.e., "fortissimo" as broadly as possible, at M.M. 60 crotchets.
 - (v) For concert purposes, the National Anthem will be played in its entirety, and must be preceded by a three-bar side drum or timpani roll "pp" < > "pp" at M.M. 60 crotchets.
 - (vi) For singing, the key of "F" will be used.
- (b) All units in possession of a recognized band will provide themselves with copies of "National Anthems of all Nations."

992. (a) All correspondence in connection with band engagements will be conducted by the band president. An engagement will only be entered into subject to the exigencies of military duties. A clause to this effect should be embodied in any form of contract or agreement made. Engagements are not to be sought through the public press, nor will they be arranged for or accepted through musical or other agents.

(b) With respect to bands of the Non-Permanent Active Militia, an engagement is not to be accepted on terms which are lower than those which would, in the same circumstances, be offered to a civilian band, or in order to replace musical performers who are on strike.

(c) With respect to Permanent Force bands, they may, with the consent of the commanding officer concerned, accept such civil engagements as may be offered to them, but such consent will not be granted until the district officer commanding has satisfied himself in each case that the engagement in question has not been secured in competition with local civilian bands, and that, in accepting such engagement, the Permanent Force band concerned will not thereby deprive a local civilian band of an engagement which it might otherwise have received.

993. In camps of instruction bands will, when brigaded or massed, practise together under the direction of the brigade bandmaster, who will be named by the officer commanding the camp, brigade, or force, and will be drilled in their various movements by a competent instructor.

994. The instructions in "Trumpet and Bugle Sounds for the Army" will be adhered to without addition or alteration, either as regard the soundings or their application.

995. (a) The band properties of units will be kept on regimental charge. All such property is vested in His Majesty and no effectual alienation thereof can be made without the consent of His Majesty.

(b) The commanding officer is responsible that all such articles are at all times available in a serviceable condition and insured against loss or damage, premiums being charged against band funds.

(c) Inspecting officers will satisfy themselves that these instructions are carried out.

Musical Training—Permanent Force

996. A regimental bandsman or musician should be encouraged to qualify for the position of trumpet-major, bugle-major, drum-major, or pipe-major. It is the duty of the bandmaster to give instruction with this object so that there may be in every corps a soldier who is trained and qualified to fill such appointments.

997. A bandmaster will instruct the non-commissioned officers and boys of his band, and such regimental bandsmen or musicians as are desirous of joining the classes, in the following subjects:—(i) elements of music; (ii) harmony; (iii) aural training; (v) instrumentation; (v) musical biography. The instruction should consist of at least two lessons a week, each of not less than half-an-hour's duration.

8.—MESSES**Officers' Messes**

998. (a) Every officer will be a member of the officers' mess of the unit or formation with which he is serving. The commanding officer is responsible that all regulations relating thereto are observed. He will also ensure that the mess is conducted without unnecessary expense or extravagance, and by his personal example and advice, encourage economical habits and careful management. The cost of living in the mess will be that which obtains throughout the service generally.

(b) Semi-private account books, in which extra charges and unauthorized subscriptions are shown, will not be kept in the mess. The commanding officer will be held responsible that every charge is shown in the official mess accounts which are produced at the inspection of the officer commanding a command.

999. Where it is found desirable, an officer commanding a command may authorize the establishment of a garrison, station, or other mess for officers serving with a formation for whom there is no other mess available. The officer commanding a command will ensure that such mess is placed under the control and supervision of an officer selected by him, and that it is conducted in all respects on the lines of an officer's mess of a unit.

The accounts of such a mess will be laid before an audit board composed of officers to be detailed quarterly by the officer commanding a command; the proceedings of such board will be laid before the officer commanding a command for approval.

1000. All officers of the Royal Canadian Navy, the Canadian Army Active Force and the Royal Canadian Air Force are ipso facto honorary members of the officers' messes of the Canadian Army Active Force.

1001. Every officer will personally pay to the mess president his mess bill and all authorized subscriptions on or before the 7th of each month, and the secretary of the mess committee will report in writing to the officer commanding any omission to do so. The officer concerned will then be called upon for an explanation. If the result is unsatisfactory and the account is not settled by the 15th of the month the circumstances will be reported to the officer commanding a command.

1002. The officer commanding a command will be responsible for ensuring that the daily expenses of messing are *kept within the rates set by Army Headquarters which will be published from time to time in Army Orders.*

Amdt. (No. 2) 15 Apr, 1939.

Amdt. (No. 102) 14 Jul, 1947.

1003. Each officer present with his unit, except a married officer, will be a dining member of the mess. A married officer will also become a dining member when his wife and family are not resident at the station. Officers attached for instruction, unless exempted by the commanding officer, will also be dining members.

1004. When a civilian mess-man is employed, the commanding officers will take steps to caution tradesmen that the officers are not responsible for debts incurred by, or on behalf of, the mess-man. When a non-commissioned officer is employed as caterer, the mess committee will be responsible for pecuniary transactions with tradesmen. The authorized ration of each officer living in mess will be issued to the mess-man for the benefit of the mess.

1005. A sergeant is permitted to act as mess-man or caterer or superintendent of the mess establishment, but a non-commissioned officer will not be employed in any menial capacity about the mess.

1006. The Department of National Defence does not assume any responsibility for the loss of or damage to mess property, the whole of which must be adequately insured against such loss or damage while in barracks, in transit or in camps of instruction, the premiums being a charge against the mess fund.

1007. Gifts or presentations as between officers and messes are prohibited.

1008. Officers are permitted to drink the King's health in water or other non-alcoholic beverages.

1009. A mess meeting will be held once a month. The votes of the officers will be taken upon any proposition on which a difference of opinion exists and the point will be decided, subject to the concurrence of the commanding officer, on the majority of votes. At schools of instruction the officer students will be represented at mess meetings on the basis of one representative for each 20 students and fraction thereof. They may also be represented on the mess committee. The proceedings of the unit audit board held since the previous meeting shall be laid before the next mess meeting.

1010. When a unit furnishes a detachment of not less than one-third of its strength, a proportion of the mess fund, plate and equipment will be assigned for its use.

1011. (a) In a regimental mess the senior officer of the unit present entitled to command is responsible for the maintenance of discipline at mess.

(b) In messes other than regimental this responsibility rests with the officer who is senior by army rank of those present.

1012. (a) Before handing over the command of a unit or portion of a unit in which an officers' mess is maintained, the commanding officer will send to the officer commanding a command a certificate that all debts owing by the mess have been paid, or that a sufficient amount is in hand to meet all liabilities. Should he be unable to furnish this certificate, he will explain the reasons which have necessitated the contracting of debts, so that the officer commanding a command may decide whether they are to be paid by the commanding officer or can be taken over by his successor.

(b) A copy of the certificate will be handed to the officer assuming the command, who will report to the officer commanding a command whether he is satisfied with the state of the funds. In the case of units changing stations at which station messes are maintained, a similar certificate will be furnished by the officer commanding the outgoing unit.

Amdt. (No. 102) 14 Jul, 1947.

1013. At the annual inspection, the manner in which the mess is being conducted will be closely investigated. Any infraction of the regulations will be reported to superior authority.

Officers' Mess—Subscriptions

Active Force

1014. An officer on being seconded, or on retiring, is not to be charged with regimental subscriptions beyond the date of his secondment, or his removal as notified in the *Canada Gazette*.

1015. Every officer will pay a subscription to defray the ordinary expenses of the mess of which he is a member at a rate to be fixed by the commanding officer, but not, under any circumstances to exceed \$5.00 per month irrespective of rank. This subscription will be charged from the date of appointment pro-rated on a daily basis for the month in which he is appointed and thereafter monthly in arrears. An officer will be required to pay this subscription only to the mess of the unit with which he is serving and will not be charged with the subscription beyond the date on which he is struck off strength of the unit. Subscriptions will be pro-rated on a daily basis against officers ceasing to be members of a mess.

1016. The commanding officer will prevent an undue accumulation of the mess fund, ensuring that cash balances are kept as low as possible consistent with solvency and will fix the rate of subscriptions thereto, which must never exceed the limits prescribed, without the sanction of the Minister.

Attached Officers

1017. (a) Officers of the Reserve Force and Supplementary Reserve Force will be required to pay a subscription at the current rate in force in the Active Force mess to which they are attached for the period of attachment only.

(b) In the case of officer cadets attending the practical phase of COTC training at corps schools, the total individual assessment for table money, extra messing and mess subscriptions *will not exceed the rates set by Army Headquarters which will be published from time to time in Army Orders.*

1018. Mess accounts incurred at officers' messes will be paid on the date stipulated in these regulations and at the termination of any attachment and in any event before the officer leaves the unit, garrison or school for duty elsewhere. The unit, garrison, or school paymaster will not issue pay earned while on attachment to an officer of the Reserve or Supplementary Reserve until he produces a receipt to the effect that his mess accounts are paid in full to date of payment or for the duration of such attachment whichever may be applicable.

Regimental and Officers' Mess Entertainments

1019. Commanding officers will be responsible that expensive entertainments are only given after having been agreed to by members of the mess at a duly convened mess meeting and that no officer who has not signified his consent in writing is called upon to pay any part of the expense. The cost of such entertainment (including that of public guests) will be assessed on those concerned in shares based on the pay of rank of each individual officer.

Amdt. (No. 102) 14 Jul, 1947.

**Active Reserve and Supplementary Reserve Forces
Officers' Mess—Honorary Membership**

1020. The privilege of honorary membership in an officers' mess may be accorded to a limited number of retired officers including retired officers of the RCN and RCAF and civilian gentlemen who, in such manner as the rules of the mess concerned prescribe, are, at a duly constituted meeting of the mess and subject to the commanding officer's approval elected as honorary members thereof. Such honorary membership shall be accorded for one year only and honorary membership in the mess will cease at the end of the year in respect of which the same is accorded unless the person concerned is re-elected. Nothing in this paragraph shall be construed as in any way restricting the general disciplinary powers of an officer commanding a command with respect to the regulation and control of officers' messes.

Sergeants' Mess—Active Force

1021. A sergeants' mess will invariably be formed when practicable and all soldiers of the rank of sergeant and above attached for instruction will be honorary members thereof. The commanding officer will be responsible that it is conducted with economy, regularity, and order, and will appoint an officer not below the rank of captain who will be charged with its immediate supervision. Cash balances will be kept as low as possible, consistent with solvency.

1022. (1) The following are the regulations for sergeants' messes and garrison sergeants' messes:—

(a) Every warrant officer and staff or other sergeant will be a member of the sergeants' mess of his unit, and a single member will be a dining member.

(b) Warrant officers and non-commissioned officers of the active force not below the rank of sergeant will be temporary members of the mess of a unit to which they are attached. Such members will pay the authorized monthly subscriptions to the mess of which they are temporary members except that for periods of less than 14 days they will be treated as honorary members and the monthly subscriptions will be paid to their own unit mess and, for such period as they are paying money to their own mess, they will not pay "table money" to the mess to which they are attached.

(c) At stations where numbers of personnel are small, corporals may be members at the discretion of the commanding officer.

(d) The privilege of honorary membership of a sergeants' mess may be granted at the discretion of the commanding officer, to the members and honorary members of sergeants' messes of other units and services who are qualified by rank for such privileges, and who are in actual military service. This privilege may also be granted to responsible civilians who, in such manner as the rules of the mess concerned prescribe, are, at a duly constituted meeting of the mess and subject to the commanding officer's approval elected as honorary members thereof. Such honorary membership shall be granted for one year only, and honorary membership in the mess will cease at the end of the year in respect of which the same is granted, unless the person concerned is re-elected. (Effective 13 Dec 47.)

(2) A monthly subscription may be charged not exceeding \$1.00 to all members married or single whether on strength of the unit or attached for duty or instruction. Members of the Reserve or Supplementary Reserve Force attached for duty or instruction will automatically become members of the mess and will thereby become liable to pay the above subscription for the period of their attachment.

(3) A mess meeting will be held not less than once a quarter at which all members are to attend. The senior warrant or non-commissioned officer present will preside. The proceedings of the unit audit board held since Amdt. (No. 102) 14 Jul, 47.
Amdt. (No. 117) 16 Feb, 48.

the previous meeting shall be laid before the next mess meeting. Minutes of the meeting will be recorded and submitted for the approval of the commanding officer.

(4) The management of the mess will be conducted by a committee composed of a president and two members (one dining and one non-dining if applicable). They will be appointed quarterly at a mess meeting subject to the approval of the commanding officer. They are responsible for the management of the mess and have the power to authorize all ordinary expenditures, but no exceptional outlay will be made without the previous sanction of a mess meeting and the approval of the commanding officer.

(5) A sergeant, not a member of the mess committee, will be selected by the commanding officer to act as caterer. He will, as far as possible, be exempt from other duties, and will take charge of all stores of liquors and eatables, and receive from members the amounts due by them. These amounts may, at the discretion of the commanding officer, be paid weekly or on the spot; but in either case the cash will be handed over to the treasurer on the same day as it is received. The caterer has no authority to make purchases or select tradesmen without the sanction of the committee.

(6) The commanding officer will ensure that the mess is conducted without unnecessary expense or extravagance and that the cost of living in the mess is that which obtains throughout the service generally. Spirits, malt liquors, or wines will not be sold except during the hours appointed by the commanding officer and under no circumstances will any such spirits, malt liquors or wines be sold to any person who is not a member or honorary member of the mess.

(7) A member of the mess will be appointed by roster to act as treasurer for a maximum period of one year. The treasurer will give to the officer not below the rank of captain designated by the commanding officer a statement monthly showing the amount owed by members for messing and subscriptions and the amounts will be recovered in the same manner as other regimental bills. The bills owed by the mess will be paid by cheque and all cheques will be signed by the president or treasurer and countersigned by the officer designated by the commanding officer. Such officer will certify to the commanding officer each month that there are no outstanding debts or furnish a satisfactory explanation as to the outstanding debts. Such officer will every week examine and check the stock book and the treasurer's accounts. A statement of the accounts for each quarter signed by the president together with all relevant vouchers will be prepared covering each quarter's transactions and submitted to the unit audit board on or before the 15th of the month subsequent to the end of each quarter. The audited statement will subsequently be laid before a meeting of the mess and after approval submitted to the commanding officer.

(8) The commanding officer will be responsible that expensive entertainments are only given after having been agreed to by the members of the mess at a mess meeting and that no warrant officer or non-commissioned officer who has not signified his consent in writing is called upon to pay any part of the expense.

(9) The senior warrant officer or non-commissioned officer present in the mess is responsible for the maintenance of good order and for the observance of the rules of the mess.

(10) Each mess may draw up rules on matters of detail, which shall be subject to the approval of the commanding officer.

(11) A garrison sergeants' mess will be governed by the rules applicable to the sergeants' mess of a unit. Warrant officers, staff sergeants and sergeants who are not members of the mess of a unit, will be members of the garrison sergeants' mess, if such exists. Honorary membership may be conceded as in 1 (d).

(12) A garrison mess may be established with the approval of the officer commanding a command. Where a garrison mess is formed, the officer commanding a command will ensure that such mess is placed under the control and supervision of an officer, not below the rank of captain, selected by him whose functions will be identical with those prescribed for the officer designated by the officer commanding in sub-para. 7. The statement of accounts, after audit and approval at the regular mess meeting will be submitted to the officer detailed to supervise the mess, to be laid by him before the officer commanding a command, for approval. The garrison sergeant-major or acting garrison sergeant-major will preside at the mess meetings. In his absence, the senior warrant officer or non-commissioned officer present will preside.

(13) The officer commanding will be responsible for ensuring that the daily expenses of messing are *kept within the rates set by Army Headquarters which will be published from time to time in Army Orders.*

1023. A Regimental Sergeant-major shall not act as the president or as a member of a sergeants' mess committee.

Sergeants' Mess—Reserve Force

1024. The following are the regulations for sergeants' messes and garrison sergeants' messes of the Reserve Force:—

(a) The commanding officer is responsible that sergeants' messes are conducted with economy, regularity and order. Each mess will draw up rules on matters of detail, which will be submitted for the approval of the commanding officer. The senior warrant officer or non-commissioned officer present in mess is responsible for the maintenance of good order, and for the observance of the rules of the mess. In the case of a garrison sergeants' mess, the officer commanding a command will ensure that it is placed under the control and supervision of an officer not below the rank of captain selected by him.

(b) A mess meeting will be held quarterly, and the senior warrant officer or non-commissioned officer present will preside. Minutes of the proceedings will be taken and submitted to the commanding officer for approval.

(c) Accounts will be audited at the discretion of the commanding officer, but at least annually. An audit will also be carried out upon any change in command.

(d) An entertainment will not be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the commanding officer.

(e) The management of the mess will be conducted by a committee, the president of which should be a warrant officer or non-commissioned officer above the rank of sergeant.

(f) The undermentioned warrant officers and non-commissioned officers will not act as either president or treasurer of a sergeants' mess:—

Regimental sergeant-major, bandmaster, regimental quartermaster-sergeant, members of the Active Force, provided that, in the case of a garrison sergeants' mess a warrant officer or non-commissioned officer of or above the rank of sergeant of the Active Force may hold office.

Amdt. (No. 102) 14 Jul, 47.

Amdt. (No. 124) 17 May, 48.

Amdt. (No. 125) 24 May, 48.

(g) Messes will conform to the laws of the province or municipality in which they are situated, in so far as concerns the keeping or sale of spirituous or malt liquors, or wines.

(h) Every warrant officer, staff or other sergeant, may be a member of the sergeants' mess of his unit. Corporals may be members at the discretion of the commanding officer.

(i) Non-commissioned officers not below the rank of sergeant may be honorary members of the mess of a unit to which they are attached.

(j) The privilege of honorary membership of a sergeants' mess or garrison sergeants' mess may be granted at the discretion of the commanding officer to members or honorary members of sergeants' messes of other units, and to ex-members of any sergeants' mess, also, where special circumstances exist, this privilege may be granted to reponsible civilians who, in such manner as the rules of the mess concerned prescribe, are, at a duly constituted meeting of the mess and subject to the commanding officer's approval, elected as honorary members thereof. Such honorary membership in the mess will cease at the end of the year in respect of which the same is granted, unless the person concerned is re-elected. (Effective 13 Dec, 47.)

Paras. 1025 to 1038 Spare.

3A.—REGIMENTAL FUNDS—CANADIAN ARMY RESERVE FORCE

1039. (a) An officer of the Canadian Army Reserve Force is liable to contribute to regimental funds. The amount will be fixed by the commanding officer according to the following scales, which are not to be exceeded:—

- (i) On first appointment as subaltern, and on each occasion of subsequent promotion to the rank of captain, major, and lieutenant-colonel, \$10.
- (ii) On direct appointment—
 - To the rank of captain, \$20.
 - To the rank of Major, \$30.
 - To the rank of lieutenant-colonel, \$40.

Such contributions will be applied as the commanding officer may direct, but no other contributions to regimental funds will be levied upon an officer either on joining, during service in, or on leaving a unit.

(b) A promotion from one reserve force unit to another shall not be considered a direct appointment to a higher rank.
Amdt. (No. 102) 14 Jul, 1947.

Insurance of Mess Property

1040. The Department of National Defence does not assume any responsibility for the loss of or damage to mess property, the whole of which must be adequately insured against such loss or damage while in barracks, in transit or in camps of instruction, the premiums being a charge against the mess fund.

Amdt. (No. 102) 14 Jul, 47.

Amdt. (No. 117) 17 Feb, 48.

Soldiers' Messing and Cooking

1041. It is the duty of the commanding officer to see that the soldier's meals are properly and sufficiently provided. The system laid down in the "Manual of Military Cooking and Dietary" will be adhered to as far as applicable. An evening meal will invariably be furnished in addition to breakfast and dinner.

1042. An orderly officer will inspect the kitchens and cooking apparatus daily, and will visit the mess rooms during the breakfast, dinner and tea hours, to see that the meals are properly prepared, and that there is no cause for complaints.

1043. Rations will be inspected, previous to issue, by a Standing Ration Board at least once a week to ensure that the commodities are fit for issue. The day and hour of inspection will be laid down by the commanding officer of the camp, area, or largest unit in the immediate area. The Ration Board, however, in addition to its regular inspections, may also be called upon at any time to inspect rations, on the request of a unit drawing rations or by the officer in charge supplies. The composition of such Board and the procedure to be adopted by it will be as laid down from time to time by the Quartermaster-General. (Effective 12th January, 1949)

1044. (a) The duties of the sergeant-cook are detailed in the "Manual of Military Cooking and Dietary." He will personally superintend all cooking done in regimental cook-houses, and see that it is performed in accordance with the instructions contained in the above manual.

(b) One cook per company, etc., will be placed under his orders and will not be changed save at long intervals, except for misconduct. In special circumstances, the commanding officer may detail an assistant cook per company, etc., who should be changed weekly.

Disposal of Waste Material

1045. Arrangements will be made by the commanding officer for the disposal of all refuse from the cooking of meats, etc., the sum accruing being deposited to the credit of the Receiver-General whenever \$25 or more is accumulated, provided that a deposit shall be made at least once a month for any moneys received. The refuse must be stored where necessary in sanitary bins supplied by the purchaser.

1046. Arrangements will also be made for the disposal of waste paper in units and other organizations, except at Army Headquarters where special arrangements are made for such disposal.

9.—REGIMENTAL INSTITUTES AND CANTEENS

Permanent Force

1047. A regimental institute is established in a unit for the exclusive benefit and convenience of the troops, and with the following objects: To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement.

1048. Detachments which have no separate canteen, grocery shop or coffee room should be permitted to use those belonging to another corps.

1049. Rules relating to the management of messes and institutes will be such as are approved by the Minister and notified in General Orders.

1050. All premises of the institute will be visited frequently by the commanding officer, occasionally by the medical officer doing duty with the unit, and daily by the captain or subaltern of the day.

Amdt. (No. 138) 31 Jan 49.

1051. A committee of management of three officers will be appointed by the commanding officer, under whose orders they will act. The president should, if possible, be a field officer. A commanding officer may appoint himself president. No officer of the regimental staff should be a member, and not more than one member should be changed at a time.

1052. The commanding officer will decide the hours during which the bar may be kept open, but in no case shall it be open during the hours of divine service on Sundays. Other branches of the institute will be kept open at such hours as the commanding officer may determine.

1053. Defaulters will be excluded from the canteen, except during one hour only in each day to be fixed by the commanding officer.

1054. Men attending hospital and doing light duty will be excluded from the canteen, unless the written permission of the medical officer has been given.

1055. Officers and soldiers with their families and servants are the only persons permitted to purchase articles at any of the branches of the institute. No civilians will be allowed to purchase articles at any of the establishments at any time, or to enter the bar during the hours prohibited by the existing Licensing Acts.

1056. All persons entitled to deal at these institutes are prohibited from purchasing, or being concerned in the purchase of, articles for the benefit of or on behalf of persons not so entitled. This will not, however, debar a soldier from entertaining a civilian friend.

1057. The commanding officer may permit soldiers to introduce male friends into the coffee room, on condition that they leave the barracks on the sounding of first post. The person who introduces a friend will be responsible for his good behaviour. The commanding officer may exclude any individual at any time.

Non-Permanent Active Militia

1058. (a) The establishment of dry canteens for each unit of the Non-Permanent Active Militia during the period of annual training or embodiment is authorized.

(b) These canteens will be organized, administered and carried on under the supervision and direction of the officer commanding the unit or a committee appointed by him. They will be inspected daily by an officer, and once a month by the commanding officer or other officer appointed by him, at which inspection the books, accounts and vouchers, and also an audited cash statement will be submitted.

(c) These canteens will be maintained solely for the use and benefit of the unit and will not, on any account, be sublet or handed over to any other person or persons. They will be managed by a member of the unit, and no one else will be employed in connection with the canteen unless he is an enlisted soldier of such unit. Any profits arising from these canteens will be applied for the use and benefit of the non-commissioned officers and men of such unit.

(d) Garrison, regimental or corps regulations governing such canteens, and also the hours for opening and closing of the same will be published in regimental or corps orders for the information of all concerned.

(e) The provisions of paras. 1053-1057, inclusive, will apply, as far as practicable, to all dry canteens established under this paragraph.

1059. (a) Nothing in these regulations or the King's Regulations for the Army and the Army Reserve in relation to the establishment of canteens will be understood as permitting the sale in any mess or canteen or within the limits of any camp held for the training of the

Non-Permanent Active Militia of spirituous or malt liquor, or wine of any kind in those provinces or municipalities wherein the sale thereof is prohibited by law. The sale of such beverages in messes and canteens where the same is permitted by law will be allowed only upon permission being received from National Defence Headquarters or District Headquarters, as respectively required in each case.

(b) Officers commanding camps of instruction and commanding officers of units of the Non-Permanent Active Militia will be held responsible that the foregoing order is strictly observed, and such officers will, in addition to such penalty as may be inflicted for a breach of military discipline, in those districts where the law so directs, be liable to prosecution in respect of any such beverages sold within the limits of camps or in tents, buildings or other premises subject to their control.

10.—REGIMENTAL WORKSHOPS

General Instructions

1060. The second in command, or a senior officer to be detailed by the commanding officer, will supervise the workshops, each of which, except the tailor's shop, will, when practicable, be in charge of an officer. The tailor's shop will be under the immediate supervision of the quartermaster.

Workshops—Tradesmen's and Pioneers'

1061. (a) No private work will be performed in any military establishment except that tailoring, under the regulations prescribed in paragraph 1068, barbering, boot and shoe repairing and laundering may be done for officers and other ranks under either formation, unit or institute arrangements with the authority of the Commanding Officer, provided that no expense to the public is incurred thereby.

(b) The charges for such authorized work will be as prescribed by regulations made from time to time, or where no such regulations have been made, will be as approved by the Commanding Officer.

1062. Suitable fatigue men to assist the pioneer-sergeant will be detailed by the commanding officer in accordance with the requirements of the station. They should be competent tradesmen, but will also perform such military duties as the commanding officer may direct.

1063. Except in the Royal Canadian Engineers and Royal Canadian Ordnance Corps, a soldier will not be employed as a tradesman, or as a paid workman, who has not been dismissed drill, who has not fired a recruit's and trained soldier's course of musketry, and also has not at least six months' service.

1064. The number of pioneers in each unit will be governed by establishments and the trades in which they shall be classified will be as prescribed in Militia Orders.

1065. After enlistment each soldier who followed a trade prior thereto will be tested in his trade and classified by the Royal Canadian Engineers, Royal Canadian Army Service Corps, or Royal Canadian Ordnance Corps, according to which is most suitable for the trade in question. Each unit will maintain a list of its soldiers with trades in which will be shown their classifications, and commanding officers will encourage them in their trade by employing them thereat when practicable.

Shoemakers' Shops

1066. Shoemakers' shops will be established where practicable, and, if convenient to local arrangements, four men per company, etc., will be instructed in the rudiments of shoe-mending so as to be able to carry out minor repairs when on service.

Amdts. (No. 61) 6th September, 1944.

Amdts. (No. 73) 17th January, 1946.

Tailors and Tailors' Shops

1067. Acting sergeant-tailors may be appointed at stations, under local arrangements made by the officer commanding. Such acting appointee will unless specially provided for in establishments, remain upon the unit establishment in his permanent rank. A soldier employed as tailor will carry out such alterations to a soldier's clothing as may be directed by the commanding officer. He will be responsible that the measurements taken by him of soldiers for special sized clothing are correct.

1068. (a) A sergeant-tailor is prohibited from appropriating to his personal use, or for purposes other than official, any materials the property of the public. He will not sell to any soldier articles of military clothing or necessities other than those authorized from time to time in Militia Orders, nor will he substitute articles made from private materials for those of a prescribed pattern required to be made from materials supplied from public stores.

(b) The only tailor's charges which will pass through a soldier's pay account are those for the making or repairing of authorized articles of uniform and necessities.

(c) A soldier employed as tailor is permitted to do private work for officers and other ranks under such conditions as are approved by the commanding officer and provided no expense to the public is incurred.

(d) These instructions will be read to a soldier on his appointment as tailor, and he will sign a statement that he fully understands their effect. This document will be filed in the orderly room of the unit.

Farriers

1069. Farrier-sergeants will train men as farriers. While under training as farriers, soldiers will be exempted from all duties, except two mounted and one foot parade per month exclusive of church parade. Any man who does not make good progress should be sent back to the ranks. After one year's instruction the men should be returned to the ranks, until selected for appointment as farriers, and other men placed under instruction.

1070. When men under instruction as farriers are considered sufficiently skilled, they should be sent before a District Board of Examination to be tested. One of the members of the board will be a veterinary officer. The fact of a man having qualified will be shown in his regimental documents and will be entered in the annual inspection report for the unit. Men qualified as farriers will be considered for appointment as such as vacancies occur.

Artificers of all Units

1071. When an artificer of any unit or corps can be spared from regimental workshops or other services in connection with his trade, he will be employed under the orders of the district ordnance officer, who will make requisition for his services to the artificer's commanding officer. The officer commanding a unit will inform the district ordnance officer when such a man is available for employment.

**11.—TRANSPORT, HORSES, VETERINARY DUTIES,
SADDLERY AND FORAGE**

Regimental Transport

1072. Regimental transport, when provided, will on the march carry unit camp equipment, light baggage and ammunition.

1073. A commanding officer may engage transport for camp equipment at the rate of one wagon or double sleigh for every 26 tents complete or one $1\frac{1}{2}$ ton mechanical transport lorry for every 50 tents complete; and for officers' light baggage at the rate of one wagon, one light lorry or one double sleigh for each battalion. A commanding officer will be required to make good the cost of any such transport engaged in excess of requirements.

1074. A commanding officer will maintain a sufficient complement of trained men for regimental transport. The district officer commanding will arrange for the training of officers and non-commissioned officers whose duties involve the maintenance and operation of transport. When a vehicle, equipment, or an animal, is taken over and the commanding officer requires technical advice, a Royal Canadian Army Service Corps officer will be detailed for that purpose.

Remounts

1075. When it becomes necessary to provide new horses for a unit, an application will be submitted to National Defence Headquarters for authority to purchase. When such authority has been granted, the district officer commanding will assemble a board of officers to select and arrange for the purchase of the remounts required. This board will consist of an officer of the unit not below the rank of captain, the district supply and transport officer, and a veterinary officer.

1076. Animals will be accepted from the vendor subject to the conditions that, if they fail to pass the Mallein Test, or if within 10 days after delivery they show evidence of vice, such as kicking, savaging, wind-sucking or crib-biting or of having the heaves or of disability, they may be returned to the vendor, and, that in the case of any animal so returned, the vendor will refund to the Department of National Defence any moneys paid with respect to the purchase of such animal. The Board will ensure that these conditions are brought directly to the notice of the vendor and that all transactions are subject thereto. A report will be forwarded to National Defence Headquarters in the case of each animal so returned to a vendor.

1077. A board of officers authorized to select and arrange for the purchase of remounts will, as soon as possible, forward to the district officer commanding its proceedings in duplicate, one copy of which will be transmitted to National Defence Headquarters. Such proceedings will contain a description of each animal selected and the purchase price agreed upon. Docked horses will not be accepted. Purchase of an animal will not be completed until it has been mallein tested and certified by a veterinary officer as "sound and fit for service."

1078. (a) When remounts are received, the commanding officer will:—

- (i) Render an arrival report to the district officer commanding stating the number, whence received, date of joining, and casualties en route.
- (ii) Place them in a stable apart from other horses until tested by mallein by a representative of the Department of Agriculture.
- (iii) Inform the veterinary officer in charge of their arrival.

(b) All remounts, whether officers' horses or troop horses, on joining any of the mounted corps, will be inspected by the veterinary officer with a view to preventing the introduction of contagious diseases.

1079. The commanding officer will cause a veterinary history sheet (M.F.-B. 47) to be prepared for each remount received, and will pass it to the veterinary officer in charge, who will be responsible for its upkeep until the horse leaves the station or is otherwise disposed of. This sheet will always accompany the horse. Under no circumstances will the sheets be destroyed or duplicates be issued without authority being obtained from the district veterinary officer.

Description of Horses

1080. (a) "Description of Horses" (M.F.-C. 55) will be kept in all units which have an establishment of animals attached to them. A description will also be kept at National Defence Headquarters.

(b) A number will be assigned to each animal by National Defence Headquarters. Such number will be branded on the fore feet; the thousands on the off fore foot, the hundreds, tens and units on the near fore foot.

(c) Squadron, battery or troop numbers will be assigned by the unit and branded on the hind feet, thus:—R.C.D. on the off hind foot and A.1 on the near hind foot.

1081. The age of a horse will be reckoned from the 1st of May in the year in which the horse was foaled.

Foals

1082. Foals of government mares are the property of the public. A birth will be immediately reported to the district officer commanding, when instructions will be given as to the disposal of the foal.

Officers' Chargers

1083. (a) A mounted officer will, on parade, ride a charger supplied at the public expense or a horse certified—

(i) by a veterinary officer or civilian veterinary surgeon to be serviceably sound and fit for service.

(ii) by the commanding officer as suitable for military duty and approved by the district officer commanding.

(b) An officer to whom a horse has been allotted at the public expense will be responsible that it is properly cared for, is not overworked, and is never ridden in a saddle which has not been carefully fitted to the horse.

Care of Horses

1084. (a) The commanding officer of a unit is responsible for the condition of his horses, their health, shoeing, general fitness for work on service and for the fitting of their saddlery. He will inspect all horses once a week, with stripped saddles, when their regimental numbers will be verified.

(b) The veterinary officer doing duty with the unit will attend this inspection.

(c) The attention of all concerned will be drawn to the manuals on "Horse Mastership" and "Animal Management" and the Regulations for the Canadian Army Veterinary Services.

Transfer of Horses

1085. Authority for the transfer of horses from one unit to another will be obtained from National Defence Headquarters. When transferred, a descriptive return M.F.-C 55 and the veterinary history sheet, M.F.-B. 47, will accompany them.

Casting and Destruction of Horses

1086. (a) National Defence Headquarters authority will be obtained before a horse is cast, except as provided under sub-paras. (e), (f) and (g) hereof. An application for the necessary authority will give the reasons for the proposed action, and will be accompanied by the animal's veterinary history sheet, and by the recommendation of the veterinary officer concerned.

(b) In the case of a horse proposed for casting, which has given long service in the Permanent Force and which, in the opinion of the district officer commanding, should not be disposed of by sale or transfer, the application for casting should be accompanied by a recommendation for destruction.

(c) The disposal of horses to be cast, other than by destruction, will be carried out in accordance with instructions issued by Army Headquarters.

(d) Except as provided in para. 427, no disposal, under sub-para. (c) of any horse will be made by way of sale or otherwise to a member of the Royal Canadian Navy, the Permanent Active Militia, or the Permanent Active Air Force of Canada, or to any of his dependents.

(e) A veterinary officer will inspect each animal which, for veterinary reasons, it is proposed to cast, and will make a recommendation for disposal. If he recommends destruction, action will be taken as follows:—

(i) If the animal is suffering and considered to be beyond cure, the veterinary officer will destroy it forthwith.

(ii) In other cases, the approval of the General Officer or Brigadier commanding a Command will be obtained before destruction.

In all cases, particulars will be reported to Army Headquarters.

(f) When a horse is certified by a veterinary officer to be incurably injured as a result of an accident, such horse will be destroyed forthwith.

(g) When a veterinary officer or civilian veterinary surgeon is not available, the officer commanding the unit or the senior officer present may, to prevent unnecessary suffering by a horse incurably injured in an accident, order the destruction of such animal.

Accidents to or Illness of Horses

1087. In the case of an accident to a horse, or of a horse dying suddenly or within twenty-four hours of its having become ill, the veterinary officer, if he considers inquiry desirable, will apply for a garrison board, one member of which will be a veterinary officer, to investigate the case. The proceeding will be forwarded to the General Officer or Brigadier commanding a Command, who will retain them. The opinion of the board will be recorded on the veterinary history sheet.

1088. All fatal casualties amongst public charges, whether they occur on or off duty, will be reported to Army Headquarters. Such reports will state the name and corps of the officer in whose charge the animal was at the time of its death and, if caused by an accident, the nature and circumstances of the same in detail.

Infectious and Contagious Diseases

1089. When a horse is suspected of being affected by a contagious or infectious disease, it will be immediately segregated, and a full report at once forwarded to Army Headquarters; but, unless considered necessary by a veterinary officer, such horse will not be destroyed until the sanction referred to in para. 1086 has been obtained.

1090. A commanding officer will ensure that all instructions of the veterinary officer, with respect to disinfection and preventative measures, are carried into effect.

Disposal of Carcass

1091. (a) When a horse or other animal which is kept on Government premises and in militia veterinary charge dies of, or is slaughtered for glands, farcy, epizootic lymphangitis or anthrax, the carcass will be disposed of by cremation or burial in accordance with the Regulations for the Canadian Army Veterinary Services. Whenever the local authorities have facilities for, and are willing to assist in, the removal and disposal of such carcass, their co-operation should be accepted.

(b) Arrangements will be made at each station for the disposal of carcasses, or for their burial outside departmental property. When burial is resorted to carcasses will be covered with quicklime and will not be buried within 200 yards of inhabited buildings or any source of water supply.

Forage

1092. At stations where there is no Royal Canadian Army Service Corps officer, the officer commanding the troops will be provided with copies of forage contracts and will be responsible for the maintenance and quality of the reserve stock of forage. As such stations, all forage offered by contractors will be inspected by a regimental officer not under the rank of captain.

1093. As a rule, forage will only be inspected and issued at prescribed hours between 0700 hours and 1500 hours. The daily supply of forage for issue to units will be inspected and a proportion weighed by the captain of the day (or orderly officer) before its removal from the garrison forage store. If objected to, it must be replaced forthwith. Objections against forage already removed from the store will not be entertained, except in the case of unbroken bales of hay, straw, or peat moss litter, which may be rejected on account of defects which were not apparent on the exterior of the bales.

1094. Forage will not be received into stores unless passed by an officer. The keys of unit forage stores will be deposited at night with the nearest guard of the unit, and the keys of garrison forage stores in the nearest guard room.

1095. Smoking in forage and straw stores or yards is forbidden and a person in possession of matches will not be permitted to enter such places. An order to this effect will be posted outside each of the said places and similar prohibitions will be included in the sentry's orders.

Saddles and Saddlery

1096. In mounted units, a squadron, etc., commander is at all times responsible to his commanding officer for the proper fitting of saddlery.

1097. A commanding officer of a cavalry regiment will ensure that men are trained to qualify them to fill vacancies which might occur in the regimental establishment of saddlers and saddle-tree makers.

1098. Stirrup irons will be roughed as often as considered necessary.

12.—LEAVE OF ABSENCE AND PASSES

General Instructions

1099. Leave of absence and passes are not rights but privileges which may be granted to or withheld from officers and soldiers or cancelled at the discretion of the authorized officers subject to the exigencies of the service, but every opportunity consistent with the requirements of the Canadian Army will be given personnel to take leave permissible under the regulations contained in this section.

1100. Personnel on leave or pass may be recalled to duty at any time should circumstances so require and will be prepared so to return at the shortest notice.

1101. The leave year shall be from the first day of April to the thirty-first day of March of the following year.

1102. An officer or soldier shall complete an application for leave for all periods in excess of forty-eight hours.

1103. Before proceeding on leave an officer or soldier will leave his address with and notify any subsequent change therein to the Adjutant of his unit or the Staff Officer to whom he should report.

Amdt. (No. 1) 1st April, 1939.

Amdt. (No. 98) 19th May, 1947.

1104. An officer on the strength of a unit will not apply direct to Army Headquarters for leave or extension thereof.

1105. (a) A period of absence from duty on leave shall be reckoned in days.

(b) A period of absence from duty on pass shall be reckoned in hours.

(c) Unless otherwise stated on the leave or pass form, an officer's or soldier's leave or pass shall begin at 0001 hours on the commencement date shown and end at 2359 hours on the termination date shown thereon.

(d) An officer or soldier will be present with his unit on the day and by the time his leave terminates.

1106. When an extension of leave is applied for, the period during which the applicant has been absent will be stated.

1107. (a) An officer or soldier attached or seconded to another branch of His Majesty's armed forces may be granted leave on the same scale and under the same conditions as apply to members of the force to which he is attached or seconded.

(b) Any leave granted under (a) during the current leave year in respect of a period of attachment or secondment shall be deducted when computing annual leave granted under para. 1113.

1108. On rejoining his unit from leave or pass an officer or soldier will make himself acquainted with all orders issued during his absence.

1109. On returning from leave an officer or soldier will not be required to make good missed duties.

1110. (a) Leave to travel abroad, other than to the United States of America or Newfoundland, will not be granted without prior authority of Army Headquarters.

(b) A serving officer of the Active or Reserve Force will not quit Canada without special permission.

(c) Leave to visit countries where war exists or is believed to be imminent will not be granted.

(d) An officer or soldier travelling abroad is forbidden to accompany or take part in any military expedition, nor will he, without the permission of the Minister, act as a press correspondent with any army in the field.

(e) If it is necessary, in the case of a visit to a country where there is a Canadian or a British Military Attache, for officers and soldiers to report their arrival and movements to him, they will be so informed when their applications for leave are approved.

(f) When officers or soldiers proceed on leave outside Canada, civilian clothes will be worn.

(g) An officer or soldier proceeding to a foreign country on leave or pass will not take arms or uniform.

(h) An officer empowered by paragraph 1113 to grant leave, may grant permission to an officer or soldier to proceed on leave to the United States of America or Newfoundland up to a maximum of 30 days.

1111. (a) An officer will not send accounts of, or comments on, any manoeuvres he may witness abroad to anyone, unless he has obtained the permission of Army Headquarters so to do.

(b) Every officer of the Canadian Army, who may be officially authorized to attend manoeuvres out of Canada, will render to Army Headquarters, a report on the manoeuvres witnessed by him.

Amdt. (No. 98) 19th May, 1947.

Active Force

1112. Subject to the exigencies of the service and the provisions of Pay and Allowance Regulations, leave of absence with pay and allowances may be granted personnel of the Active Force under one of the following headings:—

- (a) annual leave (see para. 1113);
- (b) travelling time (see para. 1114);
- (c) sick leave (see para. 1115);
- (d) compassionate leave (see para. 1116);
- (e) isolation leave (see para. 1117);
- (f) special leave (see para. 1119);
- (g) rehabilitation leave (see para. 1125);

1113. (a) A period of 30 days leave of absence may be granted in any leave year (as defined in para. 1101) to personnel of the Active Force as follows:—

- (i) to officers commanding commands on authority of the Adjutant-General;
- (ii) to other officers on authority of the officer commanding a command, officer in charge of administration or area commander, or in the case of Army Headquarters on authority of the head of the branch concerned, who may at their discretion delegate such authority to the officer commanding or director concerned;
- (iii) to other ranks on authority of their commanding officer, or in the case of Army Headquarters of the director concerned.

(b) If the exigencies of the service permit, annual leave may, in special circumstances and upon approval of the Adjutant-General, be accumulated but not in excess of 60 days.

1114. (a) Where an officer or soldier intends to spend his annual leave at a place more than 24 hours distant by most direct and rapid rail or steamer route from the unit, camp or station from which he proceeds on such leave, his commanding officer may, except as provided in (b) of this paragraph, extend his period of leave of absence by the actual travelling time required to reach his destination and return. Any travelling time granted under this paragraph shall not be reckoned against the period of annual leave which may be granted under para. 1113.

(b) Travelling time shall not be granted to an officer or soldier more than once during each leave year and shall in no case exceed eight days.

1115. (a) Sick leave may be granted as follows:

- (i) up to 30 days by a commanding officer on recommendation of a medical officer;
- (ii) up to 91 days on authority of the officer commanding a command, officer in charge of administration or area commander, on recommendation of a medical board;
- (iii) up to 183 days, on authority of Army Headquarters on recommendation of a medical board, the proceedings of which board will contain an opinion as to the period necessary for the recovery of health and the conditions under which the sick leave if granted should be spent.

(b) Sick leave will not be granted to personnel who are about to be retired or discharged on medical grounds or otherwise.

(c) On return to his unit or station from sick leave an officer or soldier will report immediately to the medical officer for re-examination as to his fitness to resume duty.

(d) An officer or soldier on sick leave who considers that he will not be fit for duty at the expiration of his leave will report in the manner detailed in (g) for a medical examination at least 48 hours prior to the time at which he would normally depart for his station or unit.

Amdt. (No. 98) 19th May, 1947.

Amdt. (No. 108) 29 Sep, 1947.

(e) An officer on sick leave granted on the recommendation of a medical board will report his state of health, in writing, to his commanding officer 10 days before the expiration of his leave, with a view to his being again examined as to his fitness to resume duty.

(f) An officer granted sick leave on the recommendation of a medical board will be re-examined before starting to rejoin his unit, and will therefore report himself in writing to the nearest command or area headquarters 10 days before the expiration of the leave granted to him.

(g) An officer or soldier of the Active Force who requires medical attendance when on leave should apply to the officer commanding the nearest Active Force station, who in every case will communicate with the command medical officer of the command in which the officer or soldier is temporarily residing. The command medical officer will, if necessary and practicable, cause the officer or soldier to be removed to the nearest military hospital.

1116. (a) Compassionate leave may be granted to an officer or soldier in the event of death, imminent death or grave emergency affecting the next-of-kin or close relative, or for urgent and exceptional personal reasons, as follows:—

- (i) up to and including 14 days on authority of his commanding officer;
- (ii) up to 30 days on authority of the officer commanding a command, officer in charge of administration or area commander;
- (iii) up to 91 days on authority of the Adjutant-General.

(b) In the case of (i) and (ii) above, applications for extensions will be referred to the officer commanding the command and the Adjutant-General respectively.

(c) Compassionate leave granted under this paragraph will be deducted from annual leave or any portion thereof for which the officer or soldier concerned is eligible in the current leave year.

1117. Isolation Leave—(1) The commanding officer may grant seven days isolation leave each leave year to officers and soldiers who have completed a minimum period of 183 days at a unit or detachment designated in orders as isolated.

(2) Where, due to the exigencies of the service, an officer or soldier is unable to take isolation leave in the year in which it falls due, the officer commanding a command may authorize the accumulation of isolation leave up to a maximum period of fourteen days.

1118. Notification as to units and areas considered as isolated for the purposes of paragraph 1117 will be promulgated in Canadian Army Orders.

1119. Special leave may be granted as follows:

- (a) by or under the authority of the Adjutant-General, on such grounds and under such conditions as he may prescribe, for any period not exceeding 30 days: or
- (b) by or under the authority of the Minister, on such grounds and under such conditions as he may prescribe, for any period not exceeding 91 days.

1120. Leave of absence without pay may be granted to an officer or soldier on grounds considered sufficient by the appropriate officer, as follows:—

- (i) for any period not exceeding 14 days by his commanding officer;
- (ii) for any period not exceeding 30 days by the officer commanding a command, officer in charge of administration or area commander;
- (iii) for a period in excess of 30 days by the Adjutant-General.

Amdt. (No. 98) 19 May 47.

Amdt. (No. 108) 29 Sep 47.

Amdt. (No. 134) 8 Nov 48.

1121. Any period during which an officer or soldier of the Active Force is on leave without pay shall not be considered as interrupting the continuity of his service in the army for the purpose of reckoning rehabilitation leave.

1122. Except as prescribed in para. 1121, personnel on leave without pay and allowances may not count time spent on such leave towards seniority, promotion, award of good conduct badges or medals, or any other service purpose, except that, when the Adjutant-General considers that the granting of a period of leave without pay and allowances has been in the interests of the service he may direct that such period be reckoned as service for the purpose of promotion.

1123. Medical Attention While on Leave or Pass—(1) An officer or soldier while on leave with pay, either ordinary or sick leave, or on pass who requires medical attention shall report to the nearest Army medical inspection room or military hospital.

(2) When the services of an Army medical officer are not readily available, he shall report, in the order shown, to:

- (a) a medical officer of the Royal Canadian Navy; or
- (b) a medical officer of the Royal Canadian Air Force; or
- (c) a medical establishment of the Department of Veterans Affairs or the Department of National Health and Welfare; or
- (d) a civilian practitioner.

(3) When an officer or soldier reports as in (1) of this paragraph, the medical officer shall, in every case, inform the Command or Area Medical Officer of the command or area in which the officer or soldier is given such treatment.

(4) When an officer or soldier is treated in a command or area other than that in which he is stationed, the Command or Area Medical Officer shall report full particulars to the command or area in which the soldier is stationed.

(5) When it is necessary for an officer or soldier to receive treatment from a medical officer as specified in (2) of this paragraph, the individual concerned shall be responsible for ensuring that arrangements are made to inform the nearest Command or Area Medical Officer.

(6) All accounts for attendance on officers and soldiers on leave or pass with pay rendered by civilian hospitals or civilian practitioners should be referred to the Command or Area Medical Officer for approval and recommendation as to payment in accordance with the schedule of fees for the time being in force for similar services performed by the Department of Veterans Affairs.

(7) An officer or soldier who has had medical attention while on leave or pass with pay shall report to the medical inspection room immediately upon return to his unit.

(8) Officers and soldiers on leave with pay beyond Canada shall be provided with medical attention in accordance with Canadian Army Orders issued from time to time by the Adjutant-General.

1124. Except when prescribed by Pay and Allowance Regulations, provision will be made without extra charge to the public for the temporary performance of the duties of staff officers when on leave.

Amdt. (No. 98) 19 May 47.

Amdt. (No. 135) 13 Dec 48.

1125. (a) Except as provided in (c), (d) and (e) of this paragraph the Adjutant-General may authorize the granting of leave on the scale prescribed in (b) hereof to officers and soldiers of the Active Force whose retirement or discharge has been approved.

(b) Leave granted under this paragraph shall be computed on the basis of 30 days for each five years comprised in that period of continuous full time paid service in the naval, military or air forces of His Majesty performed immediately prior to the date of the retirement or discharge is carried out; leave for any number of years less than five will be computed on a basis of seven days for each completed year.

(c) Leave under this paragraph shall not be granted to an officer who is:—

- (i) removed for misconduct under para. 267 (a);
- (ii) cashiered or dismissed from the service by reason of the sentence of a general court martial;
- (iii) retired at his own request other than for purposes of the Militia Pension Act.

(d) Leave under this paragraph shall not be granted to a soldier discharged under para. 372 (iii), (iv), (v), (vii), (viii), (x), (xi), (xii), (xiii) and (xv) or for the purpose of enlisting in another armed service.

(e) Leave granted under this paragraph shall not extend beyond the date of retirement or discharge.

1126. When a soldier due to lack of funds, is unable to rejoin his unit from leave his commanding officer should provide him with the means to return. All expenses in connection therewith may subsequently be recovered from the soldier (see para. 1209 (c)).

1127. Leave of absence for a soldier will be made out on the proper form and stamped with the regimental office stamp. If the soldier has permission to wear civilian clothes when on leave, it will be so recorded on the form and initialed by the officer granting the leave.

1128. (a) When a soldier on leave is prevented from rejoining his unit on the expiration of his leave by an unavoidable casualty, he will report himself to the nearest staff officer or commanding officer of any unit or detachment of the Active Force; in case of sickness or injury, such report will be accompanied by a certificate from a medical practitioner.

(b) These officers will immediately report the circumstances to the soldier's commanding officer.

1129. A pass, for the purpose of this section, shall mean the privilege granted to an officer or soldier to be absent from duty, other than on leave as provided for elsewhere in the section.

1130. Passes may be granted by a commanding officer as follows:

- (a) a pass for 48 hours to officers and other ranks of the Active Force not more than once each month;
- (b) a permanent pass to enable a soldier to remain out of quarters up to a specific hour between tattoo and reveille when in the opinion of his commanding officer he is deserving of the privilege;
- (c) a pass giving to a soldier leave of absence from any roll call or duty;
- (d) a pass to enable a recruit or other soldier who is not allowed a permanent pass under (b) above to have such privilege on special occasions.

1131. Any short leave granted over and above 48 hours will be deducted from annual leave except that a pass may be granted in conjunction with any official holiday observed by the Canadian Army.

Amdt. (No. 98) 19 May 47.

1132. Para. 1130 is not intended to limit the granting of after-duty passes and the principle to be observed is that each individual should be free of duty one day or two half-days in seven.

1133. A soldier will produce his leave or pass form for inspection when requested to do so by an officer, a warrant officer or a non-commissioned officer, or by the naval, military, air force, or civil police.

1134. A permanent pass will be signed by the commanding officer. Every other pass may be granted by the officer commanding the company, etc., and when so granted he will sign the same. Every pass will be stamped with the regimental office stamp before being issued. If the period of leave does not exceed 24 hours, a soldier will not be required to state on his pass where he is going, unless notification of his destination is considered desirable owing to local conditions.

1135. A non-commissioned officer not below the rank of sergeant may remain out of barracks until midnight without special permission. Any further leave, within the station, may be granted to such non-commissioned officer by the commanding officer without issuing a pass.

Reserve Force

1136. (a) Subject to paragraph 1138, leave of absence may be granted to officers of the Reserve Force as follows:—

- (i) Up to 30 days (other than officers commanding units) by the officer commanding the units.
- (ii) Up to 91 days (including officers commanding units) by the officer commanding a command, officer in charge of administration or area commander.
- (iii) Up to 183 days—by the Adjutant-General.
- (iv) Over 183 days—by the Minister on the recommendation of the Adjutant-General.

(b) Leave of absence for periods longer than one year, except in very special circumstances, will not be granted to officers of the Reserve Force.

1137. Before granting leave to an officer commanding a unit, the officer commanding the command, officer in charge of administration or area commander will ascertain that the second in command, or next senior officer to the commanding officer, is available to act during the proposed absence.

1138. (a) Leave which involves any absence from annual training and for which application has been made before the commencement of such training can only be granted by the officer commanding the command, or by higher authority, according to the period for which application is made.

(b) When units are assembled in camp for annual training a commanding officer will not recommend leave of absence for any officer or soldier, nor will he approve the granting of passes involving any loss of training, except under very urgent circumstances. Any leave recommended can only be approved by the camp commandant. No pay will be issued to officers or soldiers for the period of such leave.

(c) The officer commanding a command, officer in charge of administration or area commander may authorize leave of absence from training to soldiers of good character on the recommendation of the commanding officer when in their opinion, the circumstances warrant the application. Soldiers whose terms of service expire during the annual training may be excused from attending the training if they so desire. A record of service will then be granted to them.

1139. Officers and soldiers of the Reserve Force called out for duty with the Active Force may be granted leave of absence as authorized for the Active Force and as contained in para. 1113, 1114, 1115, 1116, 1117, 1119, 1120 and 1130, except that applications for leave will be submitted to Army Headquarters for approval of the Adjutant-General.

1140. Spare.

Amdt. (No. 98) 19 May 47.

Amdt. (No. 132) 12 Oct 48.

Supplementary Reserve

1141. Officers and soldiers of the Supplementary Reserve called out for duty with the Active Force may be granted leave of absence as authorized for the Active Force and as contained in paragraphs 1113, 1114, 1115, 1116, 1117, 1119, 1120 and 1130, except that application for leave will be submitted to Army Headquarters for approval of the Adjutant-General.

1142. Spare.

Leave, etc.—Schools of Instruction

1143. (a) The officer commanding a school of instruction may, in special cases, grant leave of absence to officers and soldiers of the Reserve Force and Supplementary Reserve attached for instruction.

(b) Passes may be granted to officers and soldiers attached for instruction, as authorized for the Active Force.

(c) A commanding officer may, in cases of necessity, grant permission to attached officers and soldiers of the Reserve Force and Supplementary Reserve, whose regimental debts have been paid, to leave the school before the termination of their course, but in such cases no return transportation will be issued.

Absentees—Non-Permanent Active Militia

1144. Warrant officers, non-commissioned officers and men, absent without leave, when undergoing training in a camp of instruction, may be dealt with under the Army Act, or, if more convenient, under the Militia Act.

1145. Warrant officers, non-commissioned officers and men, refusing or neglecting to attend a camp of instruction, when lawfully notified to do so, will be dealt with under the Militia Act.

1146. No prosecution or action will be instituted against any warrant officer, non-commissioned officer or man, without the approval of the officer commanding the unit being previously obtained.

1147. Spare.

13.—DIVINE SERVICE AND CHAPLAINS

General Instructions

1148. When the militia is on service or at annual training, commanding officers will arrange for divine service. Militia units attending such services will wear side-arms, but will not carry rifles. In no case will swords or bayonets be drawn on such occasions. Care should be taken that troops are not brought together in numbers greater than the voice will reach.

1149. All ranks will attend divine service, unless specially exempted or prevented by military duty, but no officer or soldier will be obliged to attend the service of any religious body other than his own. Soldiers will be marched to and from their places of worship. The officer or non-commissioned officer in charge should, if possible, be of the same denomination as the soldiers concerned.

Amdt. (No. 132) 12 Oct 48.

1150. The duty of playing troops to church will not be allowed to interfere with the attendance of a bandsman or musician, drummer, bugler, or piper, at the regular service of his own denomination.

Chaplains and Officiating Clergymen

1151. Chaplains and officiating clergymen will be treated with the respect due to their rank and profession, and a commanding officer will render them every assistance in carrying out their duties.

1152. The senior chaplain of each denomination will arrange the work of the chaplains of his own denomination, and report any neglect or disobedience of orders to Army Headquarters through the officer commanding the command. Every chaplain has the right of direct communication on ecclesiastical matters with the recognized head of his denomination.

1153. A commanding officer will furnish to officiating clergymen, on their application, weekly certificates, showing the number of officers and men of the denominations referred to borne on the strength of the command and the numbers who actually attended separate services during the period.

1154. The duties to be performed by an officiating clergyman in receipt of capitation pay include the Sunday services, baptisms, churchings, funerals, attending the sick in hospital and reading prayers with the convalescents, visiting men in detention barracks at least once a week, and giving special religious instruction to the children and enlisted boys of his own particular denomination during one or two hours in every week, besides attending generally to the religious instruction and welfare of the officers and soldiers and of their families. Fees will not be demanded from individuals for the performance of any of these duties.

14.—MISCELLANEOUS

Soldier-Servants and Orderlies

1155. (a) The employment of soldiers (when available) as officers' servants and grooms is sanctioned as an indulgence. The number employed will not exceed the following scale:—

—	Number allowed	Units from which detailed
District Officers Commanding, Staff Officers who are required to be.....	Mounted.... 2 Dismounted 1	{ From a unit in the command or at the station where the officer is serving.
Regimental Officers.....	Mounted.... 1 Dismounted 1	
R.C.E.....	{ Mounted.... 1 Dismounted 1	{ From the unit to which the officer belongs.
R.C.A.S.C.....		
R.C.A.M.C.....		
R.C.O.C.....		
R.C.A.P.C.....		
R.C.A.V.C.....		{ From the corps to which the officer belongs, if a man can be spared, but such men will not be allowed to draw tradesmen's rates of pay.

(b) The conditions under which allowances in lieu of soldier-servants may be drawn are laid down in the Pay and Allowance Regulations.

(c) An officer will not employ a soldier as a servant or groom at a station where non-European servant and groom allowances are admissible.

1156. Soldier-servants will be selected from those who have done duty in the ranks of dismounted corps for one year, or of mounted corps for eighteen months. They will be completely clothed, armed, and equipped; they will mount and perform their share of duty on any guard Amdt. (No. 35) 2 Jun 42.

or other service on which the officer to whom they are attached is employed; and when not required to take charge of spare horses, they will be in the ranks at all reviews, inspections, and field days. They will go through the annual course of musketry and are liable to such training as the commanding officer may judge necessary. In mounted units, when the duty men are getting less than four consecutive nights in bed, one soldier-servant only for each officer may be exempted from guard duty and mounted parades.

1157. (a) When an officer is removed from one unit to another, his servant will not accompany him, but an officer transferred from one unit of his regiment to another, may be accompanied by his soldier-servant, but at no expense to the public.

(b) Officers of the Permanent Force, temporarily attached for instruction to schools of arms or services other than their own, will not be permitted to take their soldier-servants with them.

1158. An Officer whilst attached to the Royal Military College of Canada for a course of instruction may be accompanied by his soldier-servant, provided the officer commanding his regiment or corps concurs and that no expense to the public is thereby incurred. No warrant for transport, whether on repayment or otherwise, will be issued.

1159. Provided no expense to the public is thereby incurred, a commanding officer may authorize one soldier-servant to attend a regimental officer proceeding on leave of absence not exceeding his usual annual leave, but he will not authorize him to leave Canada without the sanction required for furlough. A soldier so employed will be shown in the returns as "servant to officer absent," and not as "on furlough."

1160. (a) An officer employing a servant or groom will pay such servant or groom as follows:—

Servants—Married Officers.....	\$5 per month
" —Unmarried officers.....	3 " "
Grooms—in charge of two horses.....	5 " "
" —in charge of one horse.....	3 " "

(b) Warrant officers and squadron or battery quartermaster-sergeants, sergeants and farriers of the mounted services will pay soldiers employed in looking after their horses and appointments 50c. per week. Trumpeters and rank and file who, in particular circumstances, require to have their horses and appointments looked after will pay 25c. per week. Non-commissioned officers who do not have a batman and who do not attend mounted parades will not be liable to this charge, except when circumstances require them to ride.

(c) Warrant officers and non-commissioned officers of other than mounted services, permitted by their commanding officer to employ a batman, will pay an appropriate rate to be laid down by the commanding officer but not exceeding that specified in (b).

(d) A soldier will not pay for the care of his horse during his absence on furlough.

(e) Soldiers will not be employed as provided for in sub-paras. (b) and (c) above at a station where allowances are admissible for the employment of non-Europeans.

1161. The number of soldiers employed as orderlies will be the lowest possible. Whenever possible, orderly duties will be carried out by cyclists; if cyclists are not available, mounted or dismounted orderlies may be employed.

Officers' and Soldiers' Letters

1162. (a) Letters officially addressed to and received from National Defence Headquarters, Ottawa, will be free from any charge of postage.

(b) Letters personally addressed to individuals at National Defence Headquarters must be prepaid by the sender.
Amdts. (No. 35) 2nd June, 1942.

1163. The address on a letter to a soldier should specify his regimental number, rank and corps or detachment.

1164. A post office letter carrier will not be detained or required to distribute letters in barracks, but a non-commissioned officer will be detailed to receive and distribute them. He will be provided with funds to pay any charges for postage.

1165. At a station where the barracks are beyond the limits of the free delivery the letters will be called for at the post office by an orderly non-commissioned officer who will be provided with funds to pay any charges for postage.

Encampments

1166. Instructions as to bivouacs, billets and camps are contained in the Field Service Regulations Vol. I, and in "Memorandum for Camps of Instruction," issued from time to time.

Trials of Inventions

1167. All inventions suggesting new patterns of military stores, or alterations to them, will in the first instance be referred to National Defence Headquarters. In no case will district officers commanding authorize the trial of any invention without first obtaining the sanction of National Defence Headquarters.

1168-1169. Spare.

SECTION XI.—MOVEMENT OF TROOPS, HORSES, BAGGAGE AND STORES

General Instructions

1170. All transportation operations will be carried out under direction of the Quartermaster-General. Any financial arrangement or agreements in connection therewith will be submitted to the financial official of the Department for concurrence before being executed.

1171. (a) Motor truck transportation may be used under the conditions laid down in Article 98, Pay and Allowance Regulations, when rail transportation is inconvenient or a substantial saving can be effected.

(b) Moves by motor truck transportation will only be effected after authority to do so has been obtained from National Defence Headquarters. The application will contain an undertaking signed by the applicant of his acceptance of all risk of loss or damage that may result from the move by transportation by road.

1172. In the absence of special instructions, individual officers and soldiers will not proceed on journeys before authority has been obtained. In cases of extreme urgency, however, the journey may be undertaken, but application will be made for covering approval, stating clearly all the circumstances.

1173. Journeys on duty by air, other than in government owned aircraft, will not be undertaken without special authority from National Defence Headquarters.

1174. When proceeding on a journey on duty, the officer, warrant officer or non-commissioned officer in charge of the party, or the individual, if proceeding singly, will be furnished with written instructions respecting route, to whom to report, and time, together with any other particulars considered necessary.

1175. Special trains for which the railway company will charge a higher rate for transportation than by ordinary trains must not be requisitioned without authority from National Defence Headquarters.

1176. An armed party consisting of twenty men or more will not proceed on any duty unaccompanied by an officer. Any party, whether armed or otherwise, of twenty men or more, moving by rail, will also be accompanied by an officer. An armed party of two or more armoured cars or tanks will be accompanied by an officer.

1177. Mounted units will usually proceed by march route when the season of the year permits and the distance is not too great. A mounted detachment with fifty or more horses proceeding by march route will be attended by a farrier.

1178. As a rule, it is only necessary for a medical officer to accompany a unit or detachment of 200 or upwards when proceeding by march route.

1179. Commanding officers will ensure that soldiers, detached on any service, are provided with money to pay charges for billets or subsistence (including food on land or water journeys) for themselves and for any soldier in arrest under their escort. Non-commissioned officers in charge, as well as soldiers travelling singly, will be held responsible for payment of all debts incurred on the journey. If, through lack of money or any other cause, the cost of accommodation or meals has not been met, the fact will be reported immediately on return to the station and the matter promptly settled.

1180. (a) When a party is proceeding on duty or on furlough by rail, the officer in command will send notice beforehand to the railway company if the party exceeds 20.

(b) If the number of men to move exceeds 50, or whenever horses are being moved, such notice will be accompanied by a statement showing the number of officers, men, families, horses, guns, etc., to proceed.

1181. Marching out and in states, on M.F.-B.215, will be furnished by the commanding officers of units and detachments to the officer commanding at both the old and new stations.

1182. Officers and soldiers proceeding on temporary duty to a military station will on arrival, and if practicable, be attached to units and provided with quarters and rations.

1183-1185. Spare.

Movement of Troops by Rail

1186. On receiving orders to move by rail, the officer commanding the unit will ascertain that the station master concerned fully understands the date and hour when the unit will entrain and the train upon which it will proceed.

1187. An officer in command of troops moving by rail is responsible that the regulations of the railway companies are complied with by the troops. He will not interfere with the prescribed running of the trains or the general working of the railway service.

1188. An officer i/c a party proceeding a long distance by rail will be responsible for ensuring that the arrangements for the subsistence of his men on the journey are carried out.

1189. (a) When the number of troops to proceed is considerable, an advance party will be sent to the railway station to allot the cars and make detailed arrangements in accordance with the movement order issued.

(b) The approach of troops to the station will be reported to the superintending staff officer or, in his absence, to the railway authorities, in order that the route to be used within the station, and the halting place previous to entrainment, may be pointed out. The officer in command will, on arrival at the station, arrange the troops for entrainment and tell off parties for entraining horses, guns, etc., if not already done.

1190. Prior to entrainment, a Royal Canadian Army Service Corps officer or, if none be available, the officer in command of the troops will inspect the cars to ascertain that an ample supply of drinking water has been provided and the cars are clean and properly lighted. He will note any damage to cars and equipment with a view to obviating any claims for damage thereto not caused by troops. All ranks will be warned that any damages to railway property committed by the troops will be assessed and charged against their pay. Alcoholic beverages will not be allowed on the train.

1191. Troops will be told off according to the capacity of the cars provided and will entrain with their arms, accoutrements, and kits. Cars will be lettered or numbered to facilitate the entrainment.

1192. Entrainment will take place systematically under the orders of the officer commanding, who will detail the procedure to be followed. It should be complete five minutes before the time set for departure.

1193. Once entrainment is complete, troops will not leave the cars without orders from the officer in command. A guard will be mounted and a sentry posted at each car door. The men will be regularly seated in the cars according to the directions of the officer commanding. Men will not enter or remain in the cars with bayonets fixed.

1194. When it is necessary that the troops should be fed or horses watered en route, previous preparations will be made. An officer with one or more non-commissioned officers being, if necessary, sent forward to make arrangements.

1195. Notification of the departure of trains will be telegraphed by the officer superintending the entrainment to the place where the troops will halt for meals or watering of horses, and also to the place of final destination. The number of officers, other ranks, and horses will be given in every case.

1196. On arrival at a halting point, the "fall in" will be sounded, when all ranks will detrain, leaving their arms and equipment in the cars under guard.

1197. When it is time for the train to proceed, the "fall in" will be sounded. The officers will satisfy themselves that all ranks are present and report to the commanding officer. Lastly, the officers will go aboard and the officer commanding will inform the railway officials that all are aboard.

1198. During a railway journey, officers will frequently visit their men in the cars to ensure orderly behaviour and to satisfy themselves as to the comfort of the men. In addition to the orderly officer, one officer per company, etc., will be detailed to visit the men frequently during night journeys.

1199. In case of accident the cars will be immediately evacuated by the soldiers who will fall in beside the car they were occupying and if circumstances will so permit, on the right side thereof. The officers will take over command from the non-commissioned officers who were in charge of the cars, as quickly as possible. Any directions given by the railway officials will be promptly complied with.

1200. Detrainment will take place systematically under the orders of the officer commanding, who will detail the procedure to be followed and will ensure the speedy evacuation of the railway station and premises. He will inspect all cars with a view to ascertaining what damage, if any, has been caused by the troops.

Movement of Troops by Bus

1201. A movement of troops by bus will be carried out in accordance with the order which will be issued covering such movement. This order will include instructions regarding the following:—

- (i) Embussing point.
- (ii) Route to be used by troops in arriving at the embussing point.
- (iii) Hours of arrival at the embussing point of
 - (a) baggage and equipment.
 - (b) personnel.
- (iv) Instructions as to the embussing of baggage, equipment and personnel.
- (v) Route to be followed to destination.
- (vi) Stopping points en route and messing arrangements, if any.
- (vii) Debussing arrangements.

1202. In the selection of embussing and debussing points, preference will be given to locations on straight lengths of broad road with open ground on the "rule of the road" side for the assembly of troops and, if possible, situated near road circuits.

1203. A bus convoy for the conveyance of personnel will be drawn up on the "rule of the road" side at the embussing point, previous to the arrival of troops. The vehicles will be in separate groups, each vehicle being numbered, and the leading vehicle of each group will carry a distinguishing flag.

1204. When necessary, the officer commanding the unit concerned will detail a fatigue party to proceed to the embussing point or such other point selected to load baggage and equipment. This loading will be completed at the hour detailed in the order covering the movement.

1205. On arrival at the embussing point, troops will be told off in numbers in accordance with the capacities of the vehicles. These parties will form up on the "rule of the road" side, opposite to the vehicle selected for their conveyance. Troops will not embus until ordered to do so and, when embussed, the officer commanding the bus column will ensure that no personnel leave the vehicles without permission.

1206. When the length of the journey necessitates the feeding of personnel en route, the officer responsible for arranging the journey will arrange, in advance, for messing at the places where the convoy will halt, stating the number to be fed and the estimated hour of arrival and will notify the senior officer at point of destination of the hour of arrival thereat.

1207. The officer commanding the bus column will be responsible for the entire movement, with the exception of the operation of the vehicles which will be the responsibility of the transport officer in charge of the vehicles.

Transport Warrants and Requisitions

1208. (a) Transportation at the public expense will be granted to all military passengers travelling on duty.

(b) Transportation at the public expense for a servant will not be granted in the case of an officer who is carrying out inspection of stores or equipment, but solely when an officer, having necessarily to be in

uniform for inspection of corps or other similar duties, actually requires the services of a personal servant to attend to his uniform, etc., who cannot be provided locally and which the ordinary service at a hotel does not provide. The district officer commanding is responsible as to the necessity for the employment of a servant in each such case.

(c) An officer authorized to take a horse when proceeding on duty will be allowed transportation for a groom, but the authority for taking a horse will first be obtained from National Defence Headquarters.

(d) Transportation at the public expense will not be granted to a soldier on—

- (i) discharge by purchase.
- (ii) discharge at place of enlistment.
- (iii) discharge for misconduct.
- (iv) discharge with a "very bad" character.
- (v) discharge upon release from civil prison.

1209. (a) A transport warrant or requisition will be issued in all cases when transportation of passengers or stores is to be carried out at the public expense.

(b) A transport warrant may be issued on repayment, if authorized by National Defence Headquarters, for the transportation of the dependents, as defined in the Pay and Allowance Regulations, of an officer or soldier not borne on the married establishment on change of station of the officer or soldier concerned.

(c) A soldier on furlough, who through lack of funds is unable to return to his station, may, on the authority of the district officer commanding, be issued with a transport warrant covering transportation to his station, the cost thereof being recoverable from the soldier concerned.

(d) Military passengers arriving at a military station in Canada from abroad, without the necessary rail transportation, will obtain a transport warrant from the district headquarters at which they will report on disembarkation.

(e) Militia Book 32 will be used by officers issuing warrants for rail passage, parlour and sleeping car accommodation, and, where acceptable, for local steamship passages and journeys by air.

(f) Militia Book 32 will be kept under lock and key. The issuing officer will be responsible for any improper use of the forms. On being relieved, he will hand over the book to his successor, obtaining a receipt.

1210. The officer who issues the transport warrant or requisition will select the least expensive, if equally expeditious, route when these details are left to his discretion; the warrant will cover the return journey whenever this is practicable. He will also instruct the person to whom any transport warrant is given that it must be presented to the railway ticket office at the point of departure, as conductors on trains are not permitted to accept warrants.

1211. If the journey to be made is over more than one railway, or partly by rail and partly by steamship, the warrant will be issued to cover the journey through to destination.

1212. (a) In all cases, whether for passengers or stores, i.e., when either Militia Book 32 or 48 is used, the particulars of the duty or nature of the service to be performed will, so far as space permits, be fully and clearly stated on the face of the warrant or requisition.

(b) The authority for the issue of transportation will, whenever available, be stated on the warrant or requisition.

1213. In preparing warrants and requisitions, particulars will be given in regard to the number of officers, other ranks, horses and packages or stores, and not for any special number of railway cars. In the case of personnel, the unit will be shown on the warrant.

1214. When on active service, if immediate transportation is required for troops, or their stores, and the necessary warrant or requisition cannot be obtained in time from the headquarters of the district, the officer commanding may make a requisition on the railway company, specifying date, designation of unit, name of place from and to which transportation is required, and the number of officers and soldiers, or description of stores, to be carried. He will, at the same time, attach to the requisition a copy of the order on which the move is to be made, and, if required by the railway company, give a receipt for the transportation provided. This requisition will be replaced by Form M.B. 32 or Form M.B. 48, as the case may be, directly such forms are available.

1215. Except as referred to in para. 1214, all applications for transportation at the public expense will be made to the headquarters of the district from which the journey commences.

1216. Every account for transportation will be rendered in duplicate to the Department, and be accompanied by the original warrant or requisition upon which the transportation was issued.

1217. The officers who are empowered to sign transport warrants (M.B. 32) and requisitions (M.B. 48) shall be those who are authorized so to do by the Minister.

1218. Officers and soldiers travelling on duty will only be allowed conveyance for the quantity of baggage which is carried free by the railway or other transportation companies, unless the circumstances require this amount to be exceeded or regulations permit a greater amount.

1219. Transportation by railway companies at the militia rate will only be granted in the case of personnel proceeding on some actual military duty.

Marches, Etc.

1220. When a medical officer is temporarily attached to a mounted unit for duty on the line of march, the commanding officer will provide him with a horse, if necessary. In the provision of accommodation, he and the veterinary officer will be treated as regimental officers.

1221. When the distance is too great for a single march and a series of marches is not desirable, dismounted troops will be moved by the cheapest transportation route, having due regard to the exigencies of the service. Conveyance by water route between one part of Canada and another will, as a rule, be adopted only when obviously more convenient than by rail or march route.

1222. The exemption, under Section 143 of the Army Act, with respect to troops passing over roads, turn-pikes and bridges applies only to tolls chargeable under or by virtue of an Act of the Parliament of Canada, and not to tolls chargeable by virtue of any other authority. In such last mentioned cases, however, every effort should be made towards effecting some adequate and equitable arrangement.

1223. When troops are billeted, the officer who draws the billets will arrange that the men of each company, etc., are kept together, and that their officers are quartered as near to them as possible. A point of assembly for each unit will be selected and made known to the troops daily Amdt. (No. 132) 12 Oct 48.

before they break off. The billeting parties, which proceed in advance of the unit on the march, should not be billeted with the main body on the last night of the march, but should, after drawing billets for the unit for that night, go on to their destination.

Movement of Horses by Rail

1224. A commanding officer of a unit of the Non-Permanent Active Militia will notify the officer commanding the command as to the station at which his mounted personnel can most easily concentrate their horses so as to entrain together at that station and save delay.

1225. When mounted personnel are ordered to proceed from one station to another, the commanding officer will, if necessary, make requisition in advance for the issue of nose-bags from store for use in feeding the horses en route.

1226. (a) When mounted units or detachments of mounted units are moved by rail, horses will be conveyed in stock cars, except under the following circumstances, when palace horse cars will be used on the authority of Army Headquarters:—

- (i) For long journeys necessitating feeding and watering on board, where time is a factor.
- (ii) For journeys made under adverse winter conditions.
- (iii) For journeys when the train consists of passenger equipment and it is necessary to provide palace or express palace horse cars in compliance with railway regulations.
- (iv) In other special cases approved by Army Headquarters.
- (b) In all cases the railway company's livestock contract will be executed, but the value shown for each horse will not exceed the maximum amount for which the railway company is liable as indicated on the livestock contract.

1227. When horses are moved, the following conducting parties will be detailed:—

- (i) When any portion of the move is by water—a corporal or private for every eight horses, with one non-commissioned officer in charge of the party.
- (ii) When by rail only, attendants will accompany cars as follows: Three cars or less, one corporal or private. Four, five or six cars, two corporals or privates. Seven to ten cars, inclusive, three corporals or privates. Over ten cars, four corporals or privates, with one non-commissioned officer in charge of the party.
- (iii) Full advantage will be taken of free transportation authorized by railways for horse attendants.

1228. If it is necessary to move sick or lame horses by rail when the unit to which they belong is proceeding by road, the application for transportation will be accompanied by a certificate from the veterinary officer specifying the reason such horses are unfit to proceed by road.

1229. (a) The floors of cars to be used for the transportation of horses must be at least $1\frac{1}{2}$ inches thick. Previous to loading of horses, cars will be carefully inspected as to the following:—

- (i) Cleanliness.
- (ii) Completeness of and good working order of hay racks, doors, door fasteners, etc.
- (iii) Protruding nails, spikes, or slivers.
- (b) The railway company will be requested to replace rejected cars immediately.

1230. (a) The entrainment of horses, guns, and vehicles will, if possible, be conducted simultaneously, and will be completed before commencing the entrainment of personnel.

(b) Horses will be packed as tightly as possible in order to ensure the greatest measure of safety.

1231. Horses will usually be entrained with saddlery and harness on, except when the journey will exceed six hours, in which case harness and saddlery will be removed at the station of departure and loaded separately.

1232. As horses are often frightened by passing trains, the entrainment will, if possible, be so arranged that the horses' heads face away from the other lines of rail.

1233. When it is intended to water and feed horses during a halt, "water" followed by "feed" will be sounded, and the men will proceed to water their horses. After being watered, the horses will be fed from nose bags.

1234. On reaching the detraining point, if temporary ramps are necessary, working parties will at once be detailed. The officers will select places for forming up, and detraining will proceed, the men falling in opposite the cars containing their horses. Riding horses will be led to the place of assembly and draught horses to their vehicles.

Baggage

1235. (a) When baggage arrives at, or is despatched from, a station, fatigue parties from the unit or, on the application of the commanding officer, from the garrison, will be provided to assist in loading or unloading. Drivers in charge of horse or mechanical transport vehicles will not load and unload their vehicles; the labour required will be furnished by the troops. Loading by military labour is a concession and does not absolve railway companies from responsibility in checking consignments, or from their liabilities for safe delivery of baggage.

(b) The method of packing and the size and weight of articles to be carried on each horsed or mechanical transport vehicle and pack animal will be decided by the officer i/c transport, and loading will be performed under his technical supervision.

1236. When troops require bedding in connection with movements, a part-worn blanket or rug may be carried for each soldier and for each member of the family of a soldier on the married roll. The articles will be drawn from ordnance stores at the station from which the troops proceed, and on arrival at the destination will be handed over to the ordnance officer there. The officer or non-commissioned officer i/c the party will be responsible for the safe return of the blankets.

1237. (a) When baggage is to be conveyed other than by rail, the route by which it will be moved and the terms of conveyance will be arranged by the district supply and transport officer.

(b) The officer commanding the unit, having been informed thereof, will make all other arrangements for the move of the baggage, and, if the same is to be conveyed by road, he will requisition on M.F.C. 580. Canadian Army Service Corps officer i/c transport on M.F.C. 580.

Entrainment of Guns and Vehicles

1238. The heaviest weights will be placed nearest to the ends of the cars. Vehicles with limbers will be unlimbered and placed with the trail, perch, pole or shafts resting on the floor, and pointing inwards. Wheels will be well secured to car platform by means of ropes, scotches and/or bolts. The decision as to whether an article is secure or not rests with the railway authorities.

1239. The load placed in cars must not exceed 10 per cent over the capacity stencilled on the car.

1240. Guns and wagons, when equipped for the march, are loaded in that state and, when accompanying troops, the unoccupied space of the floors under and around them may be used for their gear, for emergency ramps for detrainment (when carried), and for the kits of men in charge of the car.

1241. (a) Wagons, or their parts, will be packed compactly on the car, but not so as to prevent the wagons being quickly unloaded from either side of the car.

(b) In entraining vehicles, end-loading will be used where facilities exist, and the vehicles can be run on in a few minutes.

1242. The detrainment of guns and vehicles will be carried out by parties told off for the purpose. If it cannot be done simultaneously with that of the horses, the latter will, as a rule, be first detrained. Each vehicle will be drawn off to the place of assembly as soon as horsed, so as to clear the ground.

1243-1245. Spare.

Transport in Emergency

1246. In case of emergency, when it is necessary to provide proper and speedy means for the conveyance by rail, or by water, of militia on active service, and also for their ammunition, stores, provisions and baggage, the justice of the peace of and in the locality where such militia are either on the march or in cantonment, upon receiving a requisition in writing from the officer commanding such militia for such railway cars and engines, boats or other craft, as are requisite for the conveyance of the said militia and their ammunition, stores, provisions and baggage, will issue his warrant to such person or persons as are possessed of such railway cars and engines, boats or other craft within his jurisdiction, requiring him or them to furnish the same for that service at and after the rate of payment to be allowed by the said justice and not exceeding the usual rate of hire for such railway cars and engines, boats or other craft, and, if any such person refuses or neglects after receiving such warrant, to furnish such railway cars or engines, boats or other craft, for that service, such railway cars or engines, boats or other craft may be impressed and taken for such service, but nothing herein shall impair the effect of any act obliging any railway company to convey such militia, and other articles aforesaid, in any manner or on any terms and conditions therein mentioned or to release any such company from any obligation or penalty thereby imposed.

1247. When troops on active service are on the march, or cantoned in any part of the Dominion of Canada, any justice of the peace upon receiving a requisition in writing from the officer commanding for so many wagons, motor vehicles, sleighs, horses or oxen as may be requisite and necessary for the services of said troops, will issue his warrant to such person or persons as are possessed of wagons, motor vehicles, sleighs, horses or oxen, within his jurisdiction, requiring him or them to furnish the same for such service, and if any person, after receiving such warrant, refuses to furnish the same, they may be impressed and taken for such service; but no such wagon, sleigh, horse or ox, so impressed or taken shall be compelled to proceed more than thirty miles and in the case of motor vehicles 150 miles, except in cases where other wagons, motor vehicles, sleighs, horses or oxen cannot immediately be had to replace them, and such wagons, motor vehicles, sleighs, horses or oxen shall be paid for at the rate of hire from time to time authorized by the Minister.

1248. The impressment of wagons, motor vehicles, sleighs, horses or oxen for the conveyance of baggage and troops will only be resorted to:—

- (i) in cases of emergency, when delay would be caused by hiring.
- (ii) when transport cannot be hired.
- (iii) when the charges made for hired transport, in the opinion of the officer commanding, are excessive.

1249. (a) To provide for military transport in connection with the several units of the militia on mobilization, including the conveyance of ammunition, baggage, blankets, camp equipment and rations, the following procedure will be carried out by the district officer commanding:—

(b) The motor vehicles, horses, wagons or carts and harness required for regimental transport will be obtained by voluntary enrolment from the resources of the country on the following conditions:—

- (i) The rate of hire of such transport including, where necessary, serviceable harness for same, and the rate of pay of personnel in charge of such hired transport, will be that from time to time authorized by the Minister.
- (ii) Any owner may enroll more than one horse, motor vehicle, wagon, cart or set of harness.
- (iii) The Department of National Defence reserves to itself, through the Minister, the right to purchase at any time at market value (to be assessed by a local valuator and a committee appointed by the Minister) any or all of the motor vehicles, horses, wagons, carts, or harness so enrolled or furnished.
- (iv) If winter transport is required, sleighs will be substituted for motor vehicles, wagons and carts.
- (v) In the event of the owner of any enrolled motor vehicle, horse, wagon, cart, sleigh, or set of harness, failing or neglecting or refusing to furnish when lawfully required, on a national emergency, the same or any of them, he shall incur a penalty of five dollars for each offence, and the failure or neglect or refusal for each day shall be held to be a separate offence.
- (vi) Motor vehicles, wagons or carts enrolled must be in good condition, capable of carrying the weight specified for its class in the case of motor vehicles, 3,000 pounds in the case of wagons, and 1,500 pounds in the case of carts. Harness must be in a condition suitable for heavy strain on indifferent roads.

1250. Spare.

Stores

1251. (a) Stores may be transported by water, rail or road. Transportation by water, when available for the entire distance and when the time permits, is the easiest, cheapest and best for heavy weights; but when it is not continuous for the whole journey and transshipments are necessary, the expense involved will be considered in determining the most economical means of forwarding.

(b) Conveyance by express will only be resorted to in exceptional or extremely urgent cases, or when that mode of conveyance is cheaper than freight or parcel post.

1252. The requisition in Militia Book 48 will be used for every shipment of horses, ordnance, military stores, etc., by freight or express. This requisition will be treated as "cash" when delivered to the agent of the carrier at point of shipment, and all shipments will be treated as prepaid through to destination accordingly. The requisition will be filled in by the district supply and transport officer and will contain particulars as to the number of packages and separate weights of each class of articles according to their Canadian classifications. The shipping costs will also be shown, particulars thereof being obtained at the time from the carrier's agent.

1253. The district supply and transport officer will arrange for the conveyance of all stores, except baggage moving with individuals and such small services by road, rail or parcel post as are necessarily transacted direct by units.

1254. Full use will be made of all departmental transport in possession of units for transportation purpose. The district supply and transport officer will utilize any existing departmental transport whether in possession of the Royal Canadian Army Service Corps or other units. Hired transport will not be employed when the service can be carried out by existing establishments.

1255. (a) Indents, returns and routine correspondence, relating to transportation, will be sent direct to officers i/c transport, who, when unable to deal with demands which are not covered by regulation, will refer to the district supply and transport officer, who, if necessary, will obtain instructions from the district officer commanding. At stations where there is no officer i/c transport, minor and urgent services may be carried out by the commanding officer, or senior ordnance officer, or other responsible officer, but all the documents will be forwarded, showing the number of packages and class of contents and weight of each class, to the district supply and transport officer concerned.

(b) Application, prepared on M.F.-C. 580, for the transportation of stores will be forwarded to the officer i/c transport at the consignor's station. Inflammable liquids, dangerous explosives, corrosive or poisonous chemicals to be sent away from the consignor's station will be so marked on the application. Long or very bulky articles will be specially brought to the notice of the transport officer when demanding transport.

(c) When inflammable liquids, dangerous explosives, corrosive or poisonous chemicals are to be shipped, five clear days' notice of such intended shipment will, when possible, be given by the officer i/c transport to the carrier company concerned, and the goods will not be delivered to the company until the latter has signified its readiness to receive them.

1256. When there are no means of weighing the stores in barracks, etc., the approximate weight will be shown in pencil on the application, and, on receipt of instructions to despatch, a representative will be sent to the railway or shipping company's station to witness the weighing, and insert particulars on waybill prior to despatch—the weight being reported to the transport officer. "Returned empties" will be so described.

1257. When a shipment is made otherwise than in government transport, the carrier's bills of lading will be made out in triplicate and there will be indicated thereon the number of packages, the weight thereof, and class of goods comprised in the shipment. One copy of the bill will be retained by the carrier's agent, and the other two copies will be signed by him, one of which will be retained by the officer i/c transport as a receipt and the other forwarded by the officer i/c transport to the consignee.

1258. Consignors will always obtain receipts for shipments handed over direct to carriers.

1259. Immediately a shipment is despatched, an advice note will be posted by the consignor direct to the consignee.

1260. (a) Previous to receipting for a shipment, the consignee will see that the number of packages, etc., are checked off against the carrier's expense bill and examined as to damage. Any shortage or damage will be noted on the bill referred to.

(b) The packages will be opened at the earliest opportunity and carefully checked against the packing note. One copy of this note, endorsed with a notation of shortage or damage, if any, will be returned to the consignor, duly completed.

(c) If any of the shipment has been lost or damaged in transit which is not considered due to faulty packing, such loss or damage, together with a statement of value, will immediately be reported by the consignee to the carrier company. In order that claim for loss may be entered against such company, M.F.D. 871A will be made out, in quadruplicate, showing the value of the loss or damage sustained, and this form, supported by the original bill of lading, or paid freight receipt, will be forwarded to National Defence Headquarters.

Movement of Troops by Water

1261. Movement by sea of personnel, other than as individuals, will be carried out in accordance with the provisions of King's Regulations for the Army and the Army Reserve in that regard in so far as the same are applicable to and conform with Canadian conditions.

1262-1264. Spare.

SECTION XII.—DRESS, CLOTHING, EQUIPMENT, MEDALS AND DECORATIONS

1.—DRESS, CLOTHING AND EQUIPMENT

General Instructions

1265. The uniforms of the Canadian Militia will be of the patterns laid down from time to time in the Dress Regulations and in the Clothing Regulations for the Canadian Militia.

1266. The issue and care of clothing, arms and equipment are governed by the provisions of the Clothing Regulations, Parts I and II, the Equipment Regulations, and by such instructions as may be issued in Militia Orders.

1267. A commanding officer is forbidden to introduce or sanction for experimental or other purposes any unauthorized deviation from the sealed pattern of dress, clothing, equipment and badges. He will be responsible for the cost of replacing or restoring to the approved pattern any articles worn in his unit that may be found not in conformity therewith.

1268. A soldier will not leave his quarters unless properly dressed, and he will not smoke in the streets when on duty.

1269. The orders of dress as laid down in paras. 1297 and 1306 will be observed and read in connection with the dress, clothing and equipment regulations.

1270. (a) No unauthorized ornament or emblem will be worn with uniform.

(b) All ranks, when not on duty, are permitted to wear national flowers or emblems on their uniform headdress on the days specified hereunder:—

Occasion	Emblem	By whom Worn
Dominion Day.....	Maple Leaf.....	All.
St. George's Day.....	Rose.....	Personnel of English descent.
St. Andrew's Day.....	Thistle.....	Personnel of Scottish descent.
St. Patrick's Day.....	Shamrock.....	Personnel of Irish descent.
St. David's Day.....	Leek.....	Personnel of Welsh descent.
St. Jean Baptiste Day.....	Maple Leaf.....	Personnel of French-Canadian descent.
Remembrance Day.....	Poppy.....	All.

1271. (a) Uniform will be worn by all ranks while on duty. Plain clothes may be worn by officers, warrant officers and non-commissioned officers not below the rank of sergeant when not on duty.

(b) It is left to the discretion of commanding officers to grant non-commissioned officers below the rank of sergeant and other ranks of good character permission to wear plain clothes—

- (i) for purposes of recreation;
- (ii) when on furlough or pass;
- (iii) when "walking out" at their station.

(c) Permission granted under (b) (ii) or (iii) above will be entered on the furlough form or pass (including permanent pass) and initialled by the officer granting it.

1272. The hair of the head will be kept short. The chin and under lip will be shaved. Whiskers, if worn, will be of moderate length.

1273. When the full dress headdress is worn on duty, the chin chain, or strap, will be worn at the point of the chin and sufficiently short to prevent it from slipping underneath, except that in the Royal Canadian Horse Artillery it will be worn under the chin. With the Wolseley pattern helmet the chain may be hooked up when worn off duty and on duty when side arms only are carried. Forage and service dress caps will be placed evenly on the head.

1274. Watch chains and trinkets will not be worn with uniform so as to be visible.

1275. Pistols or revolvers will be carried on active service, or when specially ordered, by all ranks for which they are the regulation equipment. A special pattern is not laid down for officers, but all pistols or revolvers must take government ammunition.

1276. Horseshoe cases of all ranks in mounted units will be packed when in marching order, on active service and when specially ordered.

1277. Equipment, with the exception of the Sam Browne belt, will be worn over the greatcoat. Greatcoats will be worn by officers on duty when men parade in them. When carried rolled—by dismounted officers of foot units—they will be attached to the web sling. A commanding officer may allow greatcoats to be worn when necessary.

1278. (a) Court mourning will not apply to the officers of the Canadian Militia except when attending a Court function or when in attendance upon His Excellency the Governor-General or the Lieutenant-Governor of a province, or on duty with an escort, guard of honour, or saluting battery for His Excellency the Governor-General, or the Lieutenant-Governor of a province. Officers will not attend military dances in uniform during a period of Court mourning.

(b) Except as laid down in the first sentence above, Court half-mourning is not applicable to officers of the Canadian Militia.

(b) In the event of "Service mourning" for the Canadian Militia being ordered it will only affect officers; special instructions regarding its application and duration will be issued.

1279. (a) When attending military funerals or ceremonial services connected therewith, officers and warrant officers will wear a mourning band. Non-commissioned officers or privates may wear one if they desire. A mourning band will not be worn at ceremonies such as the unveiling of memorials and Remembrance Day celebrations.

(b) All ranks in private mourning, when in uniform, may wear a mourning band as described below. It will not be worn by officers at levees or at Court except as provided by para. 1278.

(c) The mourning band will be of black crepe or black broadcloth, $3\frac{1}{4}$ inches wide, and will be worn around the left arm half-way between the elbow and shoulder; it will be worn in all orders of dress and on greatcoats.

1280. Glasses may be worn by all ranks on or off duty.

1281. When arms are not carried, individual officers and soldiers of the Canadian Army may be granted permission by the officer commanding a command or area to wear uniform while visiting the United States of America. In each case the individual will be issued with a certificate stating the occasion and the period for which it is permissible to wear uniform. The rank, name and unit of each officer or soldier to whom this privilege is granted, together with particulars as to the occasion on which uniform will be worn, will be reported immediately to Army Headquarters.

1282. Wearing of Uniform Outside Canada—(1) Officers and soldiers proceeding on duty outside of Canada shall wear uniform unless otherwise directed.

(2) Officers and soldiers proceeding beyond Canada other than on duty shall not wear uniform unless they have first received permission to do so. Permission to wear uniform in the United States of America shall be obtained in accordance with paragraph 1281. Permission to wear uniform elsewhere shall be obtained from the Department of External Affairs.

(3) Officers and soldiers applying for permission from the Department of External Affairs to wear uniform shall do so through the usual Army channels if they are in Canada at the time such application is made. If they are beyond Canada they shall request such permission from the Canadian representative in the country concerned, or where there is no Canadian representative from the representative of the United Kingdom.

1283-1285. Spare.

Officers

1286. Officers appointed to, or promoted in, the Militia will be required to procure for themselves, within three months of such appointment or promotion, the uniform required by regulation.

1287. Officers assuming prominent positions at military reviews and upon all occasions of state or ceremony, will wear the full dress of their rank. They are not to appear mounted unless entitled to do so by reason of their rank and position.

1288. Officers attending reviews in plain clothes will avoid being conspicuous and will comport themselves as ordinary spectators.

1289. Staff officers who have retired with permission to retain their rank in the Militia will not continue to wear staff uniform, but may wear the uniform of the corps in which they last served.

1290. An officer of the Reserves of the Active Militia is not required to provide himself with any uniform until his services are actually required. He is, however, authorized to wear the uniform described in the Dress Regulations.

1291. Spare.

1292. Regulation uniform must not be worn at fancy dress balls, but there is no objection to military uniform of obsolete pattern being worn on such occasions.

1293. Sword belt, waist belts, swords and scabbards, etc., are worn as follows:—

(a) Full Dress.

Amdt. (No. 133) 18 Oct 48.

- (i) All mounted officers (except those of Highland and Scottish Regiments, including Scottish Rifles) and all officers of rifle regiments (excluding Scottish Rifles) wear the web sword belt (with the full-dress slings attached) under the tunic or full-dress jacket, and the waist belt, sash or girdle over the tunic.
- (ii) All other officers wear the full-dress waist belt, with slings attached, over the tunic or doublet, and in those units which are authorized to wear waist sashes or girdles instead of waist belts, such officers will wear the web sword belt (with full-dress slings attached) over the tunic and under the sash or girdle.

(b) Undress

- (i) With the frock coat, the web sword belt, with slings attached, is worn over the coat and under the sash or girdle by officers who wear a sash or girdle in place of a waist belt. Officers for whom a waist belt is authorized wear it over the frock coat, instead of the web sword belt. The web sword belt and slings are not worn unless the sword is carried. Slings will be fitted with studs and holes so that they can be removed from the belt.
- (ii) (a) With the serge frock, when the sword is carried, officers of all regiments and corps, except rifle regiments (excluding Scottish Rifles) and Highland and Scottish regiments, may wear the Sam Browne belt with frog and one brace or the web sword belt with full dress or brown leather slings at the discretion of units concerned, provided uniformity within units is maintained. When the sword is not carried, belts will not be worn.

(b) In rifle regiments, excluding Scottish Rifles, when the sword is carried, officers may wear the Sam Browne belt with frog and one brace or the web sword belt with black patent leather slings, at the discretion of each regiment concerned, provided regimental uniformity is maintained. When the web sword belt and slings are worn the black patent leather shoulder belt and pouch may also be worn. When the sword is not carried, officers may wear the black patent leather shoulder belt and pouch.

(c) In Highland and Scottish regiments, when the sword or dirk is carried, the Sam Browne belt, the web belt with slings or the dirk belt may be worn in accordance with regimental custom provided regimental uniformity is maintained.

(d) General officers, brigadiers and officers not belonging to regiments or corps will wear the web sword belt with full dress or brown leather slings when the sword is carried.

(c) Swords

Swords will be carried on active service and in "marching order" only by officers serving with cavalry regiments. Subject to this proviso, swords will be carried on parades and duties unless otherwise directed. They will not be worn at mess or at stables or on board ship, except by officers paying official visits to naval ships. Swords when carried in a mounted order of dress will be carried on the saddle except in full dress.

(d) Scabbards

Scabbards of officers of dismounted units in full dress will be hooked up when the waist belt is worn over the tunic. They will be carried in the left hand by other officers, including mounted officers when on dismounted duties.

1294. (a) Except as provided in sub-para. (b) and (c) below, spurs will be worn with full dress and service dress by all general officers, brigadiers, substantive colonels, staff officers, officers of mounted services and field officers and adjutants of all services. They will also be worn by the above-mentioned officers with mess dress, undress, and at levees and courts, when Wellington boots are worn, and when paying official visits to naval ships.

(b) Spurs will not be worn when travelling on board ship, when inspecting armaments or magazines, when on duties involving flying or in connection with motor vehicles, or on any occasion when the wearing of spurs would be inadvisable from the point of view of safety.

(c) Spurs will not be worn with winter dress except on mounted duties. The district officer commanding or senior officer concerned may also authorize all ranks to dispense with the wearing of spurs on mounted duties whenever the severity of the weather justifies such action.

1295. (a) At the discretion of commanding officers, overalls (working clothing) may be worn by officers, as considered necessary, for the protection of their uniform.

(b) The alternative patterns of overalls (working clothing) are described in Dress Regulations.

1296. Whistles will be carried in mounted services when on duty with troops, and in dismounted services when in marching or drill order.

ORDERS OF DRESS—OFFICERS

1297

Number and Type of Dress (1)	Articles (2)	Occasions when worn (3)	Remarks (4)
1. Full Dress—Mounted.....	Full dress headdress. Tunic. Overalls.† Wellington boots.† Box spurs. White leather gloves (black in rifle regiments). Orders, decorations and medals. †Officers in possession of pantaloons and butcher boots as previously authorized for full dress-mounted may continue to wear them until worn out.	1. State ceremonies (a). 2. Royal and Vice-Royal escorts. 3. Guards on Royal and Vice-Regal residences. 4. Guards of Honour. 5. Guards and garrison duties as may be ordered by D.Os.C. 6. As may be specially ordered.	(a) The following occasions will be considered State ceremonies:— (i) When the Sovereign or the representative of the Sovereign is present. (ii) The parade in celebration of the birthday of the Sovereign. (iii) When specially ordered on the occasion of any parade or ceremony at which a member of the Royal Family is present.
2. Full Dress—Dismounted.....	Full dress headdress. Tunic. Overalls (a). Wellington boots (a). Box spurs (mounted officers). White leather gloves (black in rifle regiments). Orders, decorations and medals.	For dismounted officers— As in No. 1 dress. For all officers.— (1) General courts-martial. (2) Church parades. (3) Funerals. (4) Weddings, if desired. (5) Ceremonies and entertainments where it is considered desirable to do special honour to the occasion. (6) As may be specially ordered.	(a) Officers of Foot Guards other than C.O.'s, officers second-in-command and adjutants will wear trousers instead of overalls. On certain occasions officers normally in command of companies will wear overalls. (b) The articles constituting Full Dress in Highland and Scottish regiments are detailed in the regulations dealing with such regiments.
3. Full Dress—Levees and Courts	As for No. 2 dress, except that kid gloves are worn instead of leather gloves.	Levees and Courts.	
4. Service Dress—Marching Order...	Drab Service dress, with steel helmet or S.D. cap as ordered (a). Small ribbands of orders, decorations and medals will be worn on the breast.	(1) Active Service. (2) Training. (3) Manœuvres. (4) Marches.	(a) The soft S.D. cap will be carried or worn by all services on active service except that in Highland and Scottish regiments the Tam O'Shanter or other.

<p>The width of ribands of orders will be the size of the ribands of the companionship or membership of orders. All ribands to be $\frac{3}{4}$ inch in length.</p> <p>Waterbottle. Field-glasses (b). Field Message Book (A.B. 153). Revolver (b). Ammunition pouch (b). Compass (b). Greatcoat, waterproof coat or waterproof sheet. Brown leather gloves (black in rifle regiments). Anti-gas respirator.</p>	<p>(5) As may be specially ordered.</p>	<p>pattern, as authorized for the other ranks of any particular regiment is worn. The khaki S.D. cap will be worn by general officers, brigadiers and substantive colonels. The articles to be carried on active service are detailed in the Field Service Manuals. The steel helmet will be carried on the shoulder when not worn.</p> <p>(b) Revolvers, field-glasses and compasses will be carried only by officers of those units who are required to be provided with these articles under Equipment Regulations.</p> <p>The ammunition pouch will be worn only when the revolver is carried.</p>
<p>5. Service Dress Drill Order.....</p> <p>Drab service dress (a). Small ribands of orders, decorations and medals as in Service Dress—Marching Order. When ordered— Field glasses. Haversack. Waterbottle. Greatcoat, waterproof coat or waterproof sheet.</p> <p>Khaki drill as may be ordered. The khaki helmet takes the place of the S.D. cap.</p>	<p>(1) Divisional and brigade parades as may be ordered. (2) All ordinary drills, riding schools and regimental duties. (3) District courts-martial. (4) Courts of inquiry and boards. (5) As may be specially ordered.</p>	<p>(a) The forage cap, with drab top or cover, will be worn by general officers, brigadiers and substantive colonels. Other officers wear the stiff pattern S.D. cap except Horse Guards and Foot Guards who wear the forage cap. Officers of Highland and Scottish regiments wear the Tam O'Shanter unless another pattern is authorized for the other ranks of any particular regiment.</p>
<p>6. Mess Order.....</p> <p>Mess dress as detailed with miniature orders, decorations and medals. Stars, ribands and full size badges of orders, except the ribands and badges of the Order of Merit and of the Companions of Honour, are not worn.</p>	<p>(1) Dining at naval, military* and air force messes and with flag Officers and commodores of the Navy, general officers and brigadiers of the Militia and air officers of the Air Force, unless full dress is ordered. (2) Naval, military and air force evening dances and entertainments. (3) Dining on ships of war and government transports.</p>	<p>Mess dress will not be worn at manoeuvres or in camp. The undress serge frock with overalls and Wellington boots or trousers, black socks and black Oxford shoes may be worn in camp or as summer mess dress in barracks.</p>

*Except on the occasions stated in para. 1003 (c)

Amdt. (No. 3) 15th May, 1939.

Amdt. (No. 7) 15th Aug., 1939.

Number and Type of Dress (1)	Articles (2)	Occasions when worn (3)	Remarks (4)
7. Undress.....	<p>Frock coat. Overalls (a). Wellington boots. Cocked hat. White gloves. Sash. Box spurs—mounted officers.</p> <p>When mounted, officers now in possession of pauldrons and butcher boots may continue to wear them until worn out.</p> <p>(a) Officers of the Foot Guards other than C.O.'s, officers second-in-command and adjutants, will wear trousers instead of overalls. On certain occasions officers permanently in command of companies will wear overalls.</p>	As may be specially ordered.	<p>(1) This order of dress is applicable only to general officers, brigadiers, aides-de-camp, officers of Foot Guards and instructors of music. Regimental officers will wear the forage cap instead of the cocked hat.</p> <p>(2) Swords will be worn.</p> <p>(3) Small ribbands of orders, decorations and medals will be worn on the breast. The ribbands and badges of the Order of Merit and the Order of the Companions of Honour will be worn round the neck, one star only of an order will be worn; an officer in possession of more than one order will normally wear that of the senior order. A star of a foreign order may be worn in addition, on appropriate occasions. Broad ribbands, badges of orders and neck decorations other than those specified above will not be worn.</p>
8. Undress.....	<p>As for No. 7 undress, with the exception that the forage cap will replace the cocked hat.</p>	As may be specially ordered.	<p>As above (No. 7 undress) with the following exceptions:—</p> <p>(a) A star of an order will not be worn.</p> <p>(b) The O.M. and C.H. will not be worn round the neck but small ribbands are worn on the left breast.</p> <p>(c) Swords will be worn unless otherwise ordered.</p>
9. Undress.....	<p>Serge frock. Overalls. Wellington boots. Forage cap. Brown gloves (black in rifle regiments).</p>	<p>(1) Horse shows, jumping competitions, military tournaments, etc.</p> <p>(2) Afternoon naval, military and air force informal receptions and entertainments.</p>	<p>(1) See para. 1293 (b) (II) regarding the wearing of belts.</p> <p>(2) Swords will not be worn unless specially ordered.</p>

<p>Box spurs—mounted officers. Small ribbands of orders, decorations and medals will be worn on the breast. The width of ribbands or orders to be worn shall be the same as the width of the size of the ribbands of the companionship or membership of orders. All ribbands to be $\frac{3}{4}$ inch in length.</p> <p>When mounted, officers now in possession of pantaloons and butcher boots previously authorized for undress-mounted may continue to wear them until worn out.</p>	<p>(3) Informal evening entertainments and functions, when mess dress is not worn. (4) As may be specially ordered.</p>
<p>10. White Mess Order.....</p>	<p>(1) Dining at naval, military,* and air force messes and with flag officers and commodores of the Navy, general officers and brigadiers of the Militia and air officers of the Air Force, unless full dress is ordered.</p> <p>(2) Naval, military and air force evening dances and entertainments.</p> <p>(3) Dining on ships of war and government transports.</p>

*Except on the occasions stated in para. 1003 (c).

HORSE FURNITURE—OFFICERS

1298. Officers' horse furniture will include the head-rope in all orders of parade. On active service and when specially ordered, mess-tins, nose-bags, picketing-gear and surcingle pads will be carried

Branch of Service	Full Dress-Mounted	Marching Order	Drill Order
<p>Staff.....</p>	<p>Saddle, Bridle complete. Wallets (when in full dress general officers wear gold lace flounce over the wallets and the saddle-cloth). Greatcoat when ordered, carried behind the saddle.</p>	<p>As for full dress-mounted, but with field-glasses on off side and shoe cases on saddle, and without gold lace cover flounce and saddle-cloth, for general officers. Greatcoat rolled, behind saddle. Nose-bag.</p>	<p>As in marching order, except that only one shoe case is carried.</p>

Branch of Service	Full Dress-Mounted	Marching Order	Drill Order
Cavalry.....	Saddle. Bridle complete. Wallets. The greatcoat to be carried behind the saddle when ordered.	As in full dress-mounted. Field glasses on the person, suspended by slings over the left shoulder or attached to the belt at the right side. Greatcoat, rolled, behind saddle. Nose-bag. Packed shoe cases.	As in marching order, except that only one shoe case is carried.
Artillery.....	As for cavalry.	As for cavalry.	As for cavalry.
Engineers.....	As for infantry.	As for infantry.	As for infantry.
Signals.....	As for cavalry.	As for cavalry.	As for cavalry.
Infantry.....	Saddle. Bridle complete. Wallets. Greatcoat behind the saddle when ordered.	As for full dress-mounted, but with shoe cases on saddle, and greatcoat, rolled behind saddle. Field-glasses on the person, suspended by slings over the left shoulder or attached to the belt at the right side. Nose-bag.	As in marching order, except that only one shoe case is carried.
R.C.A.S.C.....	As for cavalry.	As for cavalry.	As for cavalry.
R.C.A.M.C..... R.C.O.C..... R.C.A.V.C..... Miscellaneous Services.....	As for infantry.	As for infantry.	As for infantry.

Note:—In drill order the greatcoat is not carried unless specially ordered.

Soldiers

1299. Soldiers on detached duties not under arms, and when off duty out of barracks or when on furlough or pass at home stations, will wear waist-belts without side arms. Side arms will be worn by sergeants (in corps which have side arms) and corporals of the Foot Guards. In mounted services, the sword-belt will be worn only by soldiers of those units in which it is worn over the tunic. When greatcoats are worn by soldiers walking out, the waist-belt will be worn inside, and the greatcoat will be drawn in at the waist by means of the cloth band at the back, except by non-commissioned officers and men of the Foot Guards, who will wear the waist-belt outside the greatcoat.

1300. A soldier going on pass or furlough will not take any arms or accoutrements other than the waist-belt, except in the case of sergeants and corporals of the Foot Guards and of sergeants of other corps, who will take side arms.

1301. Arms and accoutrements, as may be ordered, will be carried on parade in all orders of dress. In mounted services sword-belts and swords will be worn in review order only. In other orders of dress, swords will be carried in frogs on the saddles, edge to the rear, except by the Royal Canadian Horse Artillery, who when mounted carry the sword in review order only.

1302. Service trousers or pantaloons will be worn on all fatigues in barracks or camp, and on all occasions when their use will save the men's clothing. In cold weather service trousers may be worn over, and in warm weather without, the drab serge trousers.

1303. When service dress is worn by soldiers on parade, on duty or when walking out, puttees will be worn, but it is left to the discretion of district officers commanding to define within their stations the limits beyond which soldiers may not proceed unless properly dressed for walking out. When khaki drill is worn, it is left to the discretion of district officers commanding to authorize such modifications as may be considered necessary owing to climatic conditions.

1304. Soldiers will wear orders, decorations and medals with service dress uniform on ceremonial parades, at investitures and at military funerals and memorial services in connection therewith.

1305. Shoulder sashes are worn over the right shoulder by warrant officers and non-commissioned officers not below the rank of sergeant of infantry units, except rifle regiments. Sashes are worn in review order and also with service dress on ceremonial parades, barrack duties and walking out. They will not be worn in marching order or on training parades. If the greatcoat is worn on the above occasions, the sash will be worn outside the greatcoat. The sash will not be worn by warrant officers, Class I, in service dress and khaki drill when Sam Browne equipment is worn.

ORDERS OF DRESS—SOLDIERS

1306. The orders of dress for soldiers on different occasions are given below. These orders will be read in conjunction with Clothing Regulations and Equipment Regulations

Number and Type of Dress (1)	Articles (2)	Occasions when worn (3)	Remarks (4)
1. Full Dress—Mounted	Full dress headdress. Tunic. Petticoates. Jack spurs. Ankle boots } Mounted troops. Blue puttees } Clasp knife and lanyard. Decorations and medals. Arms and accoutrements, and great-coat rolled on the saddle as may be ordered.	(1) State ceremonies. (2) Royal and Vice-Regal escorts. (3) Guards on Royal and Vice-Regal residences. (4) Oversea guards and garrison duties as may be ordered by D.O's. C. (5) Guards of honour. (6) As may be specially ordered.	Horse Furniture, etc. Saddle and bridle, complete. Head rope. Shoe cases (except R.C.A.). Nosebag (when ordered).
2. Full Dress—Dismounted	Full dress headdress..... Tunic. Sash. (a) (Infantry warrant officers and sergeants (rifle regiments excepted)). Trousers. Wellington boots } Mounted services. Swan-neck spurs } Ankle boots—dismounted services. Decorations and medals. Arms and accoutrements, and great-coats as may be ordered.	For dismounted units— As for No. 1 dress. For all units— (1) General courts-martial. (2) Garrison boards and courts inquiry. (3) Church parades. (4) Funerals. (5) As may be specially ordered.	(a) Shoulder sashes are worn over the right shoulder. They will be worn over the greatcoat when this is worn.
3. Walking Out Dress	As for No. 2 dress with the following exceptions:— Forage Cap in place of full dress head-dress. Side Arms—Worn by sergeants and corporals in Foot Guards and by sergeants in other corps. Waist-belt—worn under the greatcoat when this is worn, except by Foot Guards.	(1) On furlough or pass. (2) Walking out.	Summer—Khaki drill clothing and khaki helmet as may be ordered.

<p>Sword-belt—worn only by soldiers of those units in which it is worn over the tunic.</p> <p>Raincoat—may be worn in wet weather when it is too warm for the greatcoat to be worn in comfort.</p>	<p>Ammunition, S.A.†</p> <p>Bandolier (mounted men).</p> <p>Boots, ankle.</p> <p>Bottle, water (filled).</p> <p>Box respirator (a).</p> <p>Cap, S.D.</p> <p>Dressing, field.†</p> <p>Gloves, worsted (winter only).</p> <p>Haversack.</p> <p>Helmet, steel (c).</p> <p>Iron ration.†</p> <p>Jacket, S.D.</p> <p>Knife, clasp, with lanyard (mounted men).</p> <p>Pantaloon (mounted men).</p> <p>Pay book.†</p> <p>Puttees.</p> <p>Ribbons of medals and decorations.</p> <p>Sheet, ground (d) (dismounted men).</p> <p>Spurs, jack (mounted men).</p> <p>Tin, mess, and cover (dismounted men).</p> <p>Trousers, S.D. (dismounted men).</p> <p>Web equipment, complete (dismounted men).</p> <p>Carried on the horse (mounted men):—</p> <p>Greatcoat.</p> <p>Sheet, ground.</p> <p>Tin, mess, and strap.</p>	<p>(1) Active Service (b).</p> <p>(2) Manœuvres.</p> <p>(3) Field and weapon training.</p> <p>(4) Marches.</p> <p>(5) Annual range courses (as laid down in training manuals).</p> <p>(6) Guards (b) when full dress is not worn.</p> <p>Horse Furniture</p> <p>Bag, nose.</p> <p>Bucket, water.†</p> <p>Cases, shoe, packed.</p> <p>Net, hay.†</p> <p>Pad, surcingle.†</p> <p>Rope, head.</p> <p>Rope, heel.†</p> <p>Rope, picketing.†</p> <p>Saddle and bridle, complete.</p>	<p>On active service and on those occasions when the steel helmet is worn, the soft pattern S.D. cap is carried by all services (Scottish regiments, the Tam O'Shanter).</p> <p>Summer—Khaki drill clothing as may be ordered.</p> <p>†Active service only.</p> <p>(a) Not carried on occasion (6).</p> <p>(b) The greatcoat will be carried on occasion (1) only by dismounted personnel of units for which no special provisions for carriage of greatcoats in or on the transport has been made, and on occasion (6) by all dismounted men.</p> <p>(c) Not worn on occasions (2), (4) and (6). On occasions (3) and (5) to be worn only sufficiently often to accustom troops to its use.</p> <p>(d) will be carried on occasion (1). On occasions (2), (3), (4) and (5) will be carried, when ordered, by troops for whom it is authorized as an article of peace equipment. Will not be carried on occasion (6).</p>
<p>4. Service Dress—Marching Order.....</p>			
<p>5. Service Dress—Drill Order.....</p>	<p>As for No. 4 dress, with the following exceptions:—</p> <p>(1) Greatcoat and mess tin will not be carried on the horse by mounted men.</p> <p>(2) Full equipment will not be carried by dismounted troops.</p> <p>(3) Stiff pattern S.D. cap in place of steel helmet or soft pattern S.D. cap.</p> <p>(4) Arms and accoutrements, and horse furniture as may be ordered.</p>	<p>(1) Divisional and brigade parades as may be ordered.</p> <p>(2) All ordinary drills.</p> <p>(3) Riding school and regimental duties.</p> <p>(4) District courts-martial, courts of inquiry and boards.</p> <p>(5) Escorts (with side arm only).</p> <p>(6) As may be specially ordered.</p>	<p>(a) Horse Guards and Foot Guards wear the forage cap—other units the stiff pattern S.D. cap, Scottish regiments, the Tam O'Shanter.</p> <p>Summer—Khaki drill clothing as may be ordered. Khaki helmet in place of S.D. cap).</p>

NOTE.—Nos. 1, 2 and 3 orders of dress are at present applicable only to troops on occasions when they are specially authorized to wear Full Dress.

Equipment—Soldiers

1307. Water will not be kept in the water-bottle when the bottle is not in use.

1308. (a) The haversack will be worn over the right shoulder except by soldiers of the Royal Canadian Horse Artillery, and personnel of the Royal Canadian Artillery equipped as mounted men and mounted men of Engineer and Army Service Corps units, who will wear it over the left shoulder. The sling will be worn under the waist belt, the haversack hanging outside the side arm with the top below the lower edge of the belt (in line with the top of the bayonet scabbard, if side arms are worn). If carried in "Full Dress" the haversack sling will, when the belt is worn under the tunic or jacket, be shortened so that the top of the haversack is four inches above the elbow.

(b) The haversack will be worn by all ranks in marching order, on other occasions it will be carried only when ordered for use, and will not be worn rolled up.

1309. On the line of march a soldier should have in his possession the spare field kit—the surplus kit being carried in kit-bags at the public expense.

1310. When soldiers of cavalry and infantry are transferred from one squadron or company to another, in the same regiment or battalion, their arms and accoutrements will be dealt with as directed in the Clothing and Equipment Regulations.

Small Arm Ammunition

1311. In time of peace, ball ammunition will never be in the possession of soldiers, unless the district officer commanding considers it necessary to authorize an issue of service ball ammunition for a special purpose.

1312. (a) In no circumstances will dummy cartridges be kept in, or issued from, the same store as that used for ball or blank ammunition nor will dummy cartridges and blank or ball ammunition be kept in the same receptacle.

(b) Dummy cartridges may be issued to the men for practice in rapid loading in their spare time. Company, etc., commanders will satisfy themselves by frequent inspections that the dummy cartridges are correctly accounted for.

(c) Dummy cartridges will not be carried on any parade during which ball or blank ammunition is used.

1313. (a) The issue of ammunition from the regimental or depot magazine will be made by the quartermaster or other responsible officer or warrant officer. The keys of the magazine or store containing small arm ammunition will be labelled, and deposited in a secure place when not in use.

(b) A company, etc., commander will inspect all ammunition issued for the use of his company, etc., and will be personally responsible for the correctness of the description and quantity of ammunition drawn, and for the care and expenditure of such ammunition. He will also personally check any unexpended balance of ammunition when collected from the men, and will be responsible for its return to the magazine.

1314. (a) The requisite ammunition for escorts (except escorts for soldiers in custody) and for parties in aid of the civil power will be issued to them before going on duty. Similar action will be taken with respect to guards, except that, in their case, the ammunition will normally be kept in bulk under the charge of the commander of the guard and will only be issued to sentries in exceptional circumstances.

(b) Whenever ammunition has been issued to troops, it will be collected in the presence of an officer or warrant officer after the duty has been performed and returned into the magazine. When issued to a sentry, the ammunition will be handed over by him to his relief, and when the reason necessitating the issue has ceased to exist, it will be returned to the charge of the commander of the guard. Ammunition held by the commander of a guard will be inspected daily by an officer or warrant officer and handed over on relief to the commander of the relieving guard.

1315. (a) When ammunition is in the possession of troops, it will be inspected at the daily morning parade by an officer or warrant officer and any loss or damage will be reported.

(b) Similarly, before men are dismissed from any parade for which ball ammunition has been issued, an officer or warrant officer will ascertain that none remains in their rifles, magazines, pouches or bandoliers. The men will also be reminded on such occasions that they are not allowed to have any ball ammunition in their possession. After firing with ball ammunition, a certificate will be rendered to the effect that all unexpended rounds of ball ammunition have been collected or otherwise accounted for.

(c) In the case of armoured fighting vehicles, after firing with ball ammunition, a certificate will be rendered by the officer in command as follows:—

"I certify that, on conclusion of firing, I inspected the vehicles and their crews, and collected all unexpended rounds found, and I warned all ranks that they were not permitted to retain ball ammunition in their possession."

(d) The inspection of the vehicles will be carried out as follows:—

(i) Inspection of the vehicle immediately after firing. This will take the form of an examination of deflector bags, ejector tubes and the interior of the vehicles above the floor boards for unexpended rounds.

(ii) Inspection of the vehicles on conclusion of a period of firing. This will take the form of a thorough examination of the vehicles below the floor boards for unexpended rounds.

(e) All vehicles which are in continuous use for firing will be inspected weekly during such period of firing. In cases where no further firing is contemplated during any week in such period of continuous firing the inspection referred to in sub-para. (d) (ii) will be carried out on the first available opportunity after cessation of firing, and in no case later than on the day next following that on which firing ceased.

(f) Each certificate referred to above will indicate the inspection to which the same relates.

1316. A unit moving from one station to another will take with it only the quantity of ammunition required to provide a sufficient guard with 20 rounds for each man, unless otherwise specially ordered by the district officer commanding. Any additional ammunition in charge of the unit will be handed over to the ordnance officer at the station before the unit leaves.

1317. All ammunition in regimental charge will be inspected at least once a month by the commanding officer, who will see that it is deposited in a place of safety.

1318. As damage may be done to rifles by the use of unsuitable ammunition, the use of any ammunition, whether ball, blank or dummy, other than that provided by the government, is forbidden.

1319. Spare.

2.—MEDALS AND DECORATIONS

General Instructions

1320. (a) No medal or decoration will be worn by any officer or soldier when in uniform without due authority.

(b) Instructions concerning the wearing of medals, decorations and miniature medals by officers are contained in the Dress Regulations. Medals and decorations will be worn by soldiers with full dress uniform. They will be worn with other orders of dress as may be specially ordered in the order prescribed for officers.

Wearing of Ribbons

1321. When the grant of a medal has been notified in General Orders, and medal rolls have been submitted, the Minister may, pending the issue of the medal, authorize the wearing of the regulation ribbon by all ranks whose names have been entered on the rolls.

1322. When in uniform, the regulation ribbon of any decoration or medal awarded will be worn on all occasions when such decoration or medal, or a miniature thereof, is not worn except that such ribbon will not be worn on the great-coat.

Grant and Disposal of Medals

1323. Recommendations for the Victoria Cross, Distinguished Conduct Medal, or Military Medal, accompanied by statements of the services rendered, will be addressed to National Defence Headquarters through the usual channels.

1324. The general order notifying the award of a war medal will include instructions as to the submission of nominal rolls of individuals entitled thereto. The medals will be issued as follows:—

(i) For effectives, to officer commanding the unit.

(ii) For non-effectives, to the individuals for whom they are intended, subject to paras. 1358 and 1359 in the case of individuals of unsound mind or deceased.

1325. Medals received for individuals who have been transferred to other units will be transmitted to the officers commanding the units concerned. Medals which cannot be disposed of will be returned to National Defence Headquarters.

1326. Letters containing medals will be registered and receipts will be obtained from the persons to whom they are sent.

1327. When troops proceed on active service, the medals of non-commissioned officers and men will be placed in safe custody under arrangements authorized by Mobilization Instructions.

1328. On board transports when troops are proceeding to, or returning from, abroad, all medals and decorations of soldiers will be handed over to the officer commanding troops for safe custody during the voyage.

1329. Medals will never be placed in store attached to tunics or frocks.

1330. Medals left behind by a soldier declared by a court of inquiry to be illegally absent will be forwarded to National Defence Headquarters.

1331. (a) An officer receiving medals for issue will arrange for their safe custody.

(b) When medals are presented to individuals, receipts will be obtained from the recipients.

1332. The grant, forfeiture and restoration of medals will be recorded on the military history page of a soldier's attestation paper. When medals are issued after the discharge of the soldier concerned, the officer i/c records will enter the grant in the man's discharge documents.

The Meritorious Service Medal

1333. (a) A silver medal, designated "The Meritorious Service Medal" may be awarded under the following conditions:—

- (i) To a soldier or pensioner of the Permanent Force who is recommended on account of valuable and meritorious service.
- (b) A recommendation for registration for the medal for valuable and meritorious service under (a), (i) may be submitted only if the candidate has served 21 years in the Permanent Force (except in the case of invalids who may be recommended if discharged after 18 years' service); has served in a unit of the Permanent Force in or above the rank of sergeant; is in possession of the Medal for Long Service and Good Conduct; and has been awarded an exemplary character on discharge.
- (c) The number of Meritorious Service Medals in wear under (a), (i) shall not at any time exceed 100.
- (d) The names of candidates for the award of the Meritorious Service Medal, under (a), (i) above, who are recommended and accepted shall be entered in a register which shall be kept at National Defence Headquarters, from which awards shall be made to the most deserving candidates as vacancies occur.
- (e) The following instructions will be followed when submitting applications for registration as above:—
 - (i) Recommendations will be in letter form, accompanied by certified copies of the conduct sheets and records of service. They will be forwarded by the officer commanding the Permanent Force unit to which the candidate belongs through the usual channels of correspondence.
 - (ii) The application for registration of candidates who have been discharged, or who are not serving with Permanent Force units, will be submitted to the officer commanding the last Permanent Force unit with which the candidate served, or to the officer i/c records, for his recommendation and transmission to National Defence Headquarters.
 - (iii) The character on discharge and the pension awarded will be stated in the case of pensioners.
 - (iv) In the case of registered candidates who are permitted to continue in the service after the completion of 21 years' service with the Permanent Force, a final copy of their record of service will be forwarded direct to National Defence Headquarters within one month of the date of their discharge by the officer commanding the last unit in which the warrant officer or sergeant served. This will contain an entry showing the character and pension awarded.

Canadian Medal for Long Service and Good Conduct
(Military)

1334. (a) The award of the Canadian Medal for Long Service and Good Conduct (Military), to warrant officers, non-commissioned officers and men of the Permanent Force is governed by the Royal Warrant dated 23rd September, 1930* (issued as G.O.1 of 1932).

(b) When initiating a recommendation, the commanding officer is the sole judge of the standard of conduct required, and will be responsible for recommending only such soldiers as are in every way worthy of this distinction and whose character has been exemplary (see paras. 385 to 387). When a soldier is eligible by length of service (18 years in the Permanent Active Militia) regard will be had to his conduct and character throughout his service, and to the number and nature of offences recorded in his conduct sheets, irrespective of the punishments which may have been awarded.

(c) Service of a soldier under 18 years of age may be included in the 18 years' service required to qualify, also service in the Canadian Expeditionary Force, mobilized or embodied service in any Militia or Territorial Force of the Empire and previous service in the permanent, naval, military or air forces of the Empire, if acknowledged on attestation, provided that during such service the character and conduct of the individual was of such a standard as to qualify him for the Medal for Long Service and Good Conduct under the regulations which obtain in the respective forces, and that such service has not been reckoned towards the award of any other long service or efficiency medal. Service of European soldiers in West Africa and in certain parts of the Anglo-Egyptian Sudan is allowed to reckon double as qualifying service.

(d) When any warrant officer, non-commissioned officer or man completes 18 years' service in the Permanent Active Militia and fulfills the conditions laid down in sub-para. (b), a company, etc., commander will bring the soldier's name to the attention of the commanding officer, but the fact that a soldier fulfills the conditions gives him no claim to the medal.

(e) Recommendations for the Canadian Medal for Long Service and Good Conduct (Military) will be forwarded to the district officer commanding, accompanied by the original regimental and, where they exist, company conduct sheets for the whole of the man's service, and certified copies of his record of service and civil convictions, if any, together with a certificate that the man is eligible for the award of an exemplary character.

(f) If the original conduct sheet has been lost, a new sheet will be substituted for it, and the recommendation will be forwarded supported by this, and by a certificate by the commanding officer that the soldier is not ineligible for the award of an exemplary character by reason of entries in any official document in his custody. The recommendation of the soldier's commanding officer will be required in every case, and the underlying principle as expressed in sub-para. (b) will be maintained.

(g) The names of the recipients of the medal will be published in General Orders, and the medal will be forwarded to the district officer commanding concerned by National Defence Headquarters. The medal of an individual still serving will be presented at a review order regimental parade. If the unit is quartered with other troops, the commanding officer will report the receipt to the officer commanding troops at the station, who may order a general parade for the presentation.

(h) Should a medal be lost, the case will be dealt with in accordance with paras. 1343 to 1345, inclusive.

(i) When a soldier awarded the Medal is convicted of an offence which renders him ineligible for an exemplary character under paras. 385 to 387 and in any other case where the commanding officer considers that the soldier's conduct has been such as to disqualify him from wearing the medal, the commanding officer will at once report the case, with full remarks and certified true copies of conduct sheets, to National Defence Headquarters, through the usual channels, for consideration by the Minister.

(j) All questions involving forfeiture and restoration of the medal will be dealt with in accordance with para. 1348.

2. (a) A Warrant Officer, non-commissioned officer or man who completes a further 18 years' service, as defined in the aforementioned regulations and reckoned from the date on which he qualified for the award to him of the Canadian Medal for Long Service and Good Conduct (Military) or the Long Service and Good Conduct Medal (Army) and whose character and conduct have been irreproachable and who is specially recommended by his Commanding Officer shall, if in possession of the Canadian Medal for Long Service and Good Conduct (Military), be awarded a Clasp to be attached to the ribbon by which the Medal is suspended, or if in possession of the Long Service and Good Conduct Medal (Army) be awarded the Canadian Medal for Long Service and Good Conduct (Military), such additional award being without pecuniary benefit or gain.

(b) A warrant officer, non-commissioned officer or man of the Canadian Army Active Force, appointed to a commission in that Force subsequent to 2nd September, 1939, shall be eligible to qualify for the award of the Long Service and Good Conduct Medal (Military), provided that not less than twelve years' service was completed in the ranks of the Permanent Active Militia, the Canadian Army Active Force, the Regular Army of Great Britain or other Permanent Forces of the Empire. (Effective 1 May 47)

(c) A warrant officer, non-commissioned officer or man of the Canadian Army Active Force appointed to a commission in that Force subsequent to 2nd September, 1939, who completes the first nine years of the second period of qualifying service in the ranks of the Permanent Active Militia, the Canadian Army Active Force, the Regular Army of Great Britain or other Permanent Forces of the Empire shall, if in possession of the medal for Long Service and Good Conduct (Military), be eligible to qualify for the award of a clasp to that medal, or, if in possession of the Long Service and Good Conduct Medal (Army) shall be eligible to qualify for the award of the Long Service and Good Conduct Medal (Military). (Effective 1 May 47)

(d) A warrant officer, non-commissioned officer or man who was a member of the Permanent Active Militia prior to 2nd September, 1939, and was appointed to a temporary commission in the Canadian Active Service Force shall, for the purpose of qualifying for the Long Service and Good Conduct Medal (Military) or clasp, be entitled to count time holding such temporary commission as service in the ranks. (Effective 1 May 47)

(e) In undress and service uniform when ribbons only are worn the granting of a Clasp will be denoted by the wearing on the ribbon of a small silver rose. The rose will not be worn on the ribbon when the Medal is worn.

Amdt. (No. 63) 30 Dec, 44.

Amdt. (No. 117) 17 Feb, 48.

The Canadian Efficiency Decoration

1335. The Canadian Efficiency Decoration is a reward to an officer for long and meritorious service of proved capacity in the Non-Permanent Active Militia, and other authorized Auxiliary Forces of the Empire* and is governed by the Royal Warrant dated 23rd September, 1930 (issued as G.O. 2 of 1932).

An officer on whom the decoration is conferred is entitled to the addition after his name of the letters "E.D."

To be eligible for the decoration, an officer must be or have been a commissioned officer, serving on or after 23rd September, 1931, and have completed 20 years' qualifying service, such service being reckoned in accordance with the following sub-paragraphs:—

(a) Commissioned service—

- (i) on the active list of the Non-Permanent Active Militia, including commissioned service in the Canadian Officers' Training Corps and service whilst holding a commission as an officer in the Cadet Services of Canada (Non-Permanent) after attaining the age 17 years,
- (ii) in any of the Authorized Auxiliary Forces of the Empire, such service to be qualified service in accordance with the regulations of the force in which rendered,
- (iii) in the Canadian Expeditionary Force between 4th August, 1914, and date of demobilization or transfer to Reserve of Officers,
- (iv) in the Permanent Force, the Royal Navy, the Regular Army or the Royal Air Force or a Permanent Force of a Dominion or Colony, during the period 4th August, 1914, and 31st December, 1921, provided that the officer was commissioned between 4th August, 1914, and 11th November, 1918, and subsequently obtained a commission in an auxiliary force, shall reckon as single qualifying service.

(b) Commissioned service in West Africa will reckon two-fold as qualifying service, but any period spent on leave therefrom will reckon only as single qualifying service.

(c) Half of any time during which an officer of the Non-Permanent Active Militia may have served on the active list—

- (i) in the ranks of the Non-Permanent Active Militia after attaining the age of 16 years,
- (ii) in the ranks of any of the authorized auxiliary forces of the Empire, such service to be qualified service in accordance with the regulations of the force in which rendered,
- (iii) as a cadet in the Canadian Officers' Training Corps or in the ranks of a recognized cadet corps after attaining the age of 16 years,
- (iv) as a gentleman cadet at the Royal Military College,
- (v) in the ranks of the Canadian Expeditionary Force,
- (vi) in the ranks of the Permanent Force, the Royal Navy, the Regular Army, the Royal Air Force or a permanent force of a dominion or colony during the period 4th August, 1914, and 31st December, 1921.

will reckon as qualifying service towards the 20 years required above.

* The term "Authorized Auxiliary Forces of the Empire" means for the purposes of the Efficiency Decoration in Great Britain, the Territorial Army, Royal Naval Volunteer Reserve and the Auxiliary Air Force, and in the Dominions, Colonies, etc., similar forces to the Non-Permanent Active Militia of Canada or those above described in Great Britain.

(d) (i) An officer of the Non-Permanent Active Militia (including the Corps Reserve or Reserve of Officers), who was serving in the Non-Permanent Active Militia on 4th August, 1914, and who before 11th November, 1918, actually served overseas or completed M.F.W. 51 or M.F.W. 23, thereby accepting the obligation to serve overseas, on military service, will reckon two-fold as qualifying service, all such service as an officer on the Active List given between 4th August, 1914, and date of demobilization or transfer to Reserve of Officers, and will reckon all such service in the ranks on the Active List, as full single qualifying service towards the 20 years required, whether such service was in the Permanent Force, the Canadian Expeditionary Force, the Royal Navy, Regular Army, Royal Air Force, Special Reserve, Territorial Army or other Dominion or Colonial Forces.

(ii) An officer who was serving in the Non-Permanent Active Militia, including the Corps Reserve of Officers, or Reserve of Officers General List, on September 1, 1939, and who has served or may serve on active service in the Canadian Army during the war with the German Reich and its allied or associated powers, shall be allowed to count commissioned service while so serving on active service two-fold as qualifying service towards the award of the Canadian Efficiency Decoration.

(iii) A Warrant officer, non-commissioned officer or man who was serving in the Non-Permanent Active Militia on September 1, 1939, and who has served or may serve on active service in the ranks of the Canadian Army during the war with the German Reich and its allied or associated powers, and who is subsequently granted a commission in the Canadian Army shall be allowed to count his active service in the ranks of the Canadian Army during the said war as full but not double qualifying service for the award of the Canadian Efficiency Decoration.

(e) Service in the Corps Reserve or Reserve of Officers or service in the Permanent Forces shall not reckon as qualifying service except as provided in sub-paragraphs (a) (iv), (c) (vi) and (d).

(f) No period of service in the force in which an officer qualified for and for which he received either the Volunteer Officers' Decoration, the Territorial Decoration or the Colonial Auxiliary Forces Officers' Decoration, shall be reckoned as qualifying service for the Efficiency Decoration.

(g) Service requisite to qualify for the decoration shall not necessarily be continuous service.

(h) An officer already in possession of any Long Service and Good Conduct or Efficiency Medal and Clasps will be eligible to receive the Efficiency Decoration and to wear both, provided that he has completed the full periods of qualifying service for both awards and that no qualifying service towards one award is permitted to count towards the other.

(i) Except as admissible under this paragraph, service in the ranks shall not be deemed as qualifying service.

(j) Nothing in these regulations shall permit service to reckon more than two-fold for the award of the decoration.

(k) Honorary colonels and lieutenant-colonels of units who have qualifying service are also eligible.

(l) Applications for this decoration will be made on M.F.B. 1433 by the officer commanding the unit in which the period of qualifying services is completed, accompanied by M.F.B. 1433, completed by the officer commanding each unit of the Non-Permanent Active Militia in which the candidate has previously served. Applications will be forwarded to the general officer or brigadier commanding the command for his approval and forwarding to Army Headquarters.

(m) Since the Canadian Efficiency Decoration is granted by His Majesty to officers of proved capacity as a reward for long and meritorious service, commanding officers will, in each case, state in general terms the reasons which, in their opinion, give the applicant a claim to receive the decoration.

(n) A register of awards of the decoration will be maintained at Army Headquarters.

(o) Should a decoration be lost, application for replacement will be made in accordance with paras. 1343 to 1347.

(p) All questions involving forfeiture and restoration of the decoration will be dealt with in accordance with para. 1348.

The Canadian Efficiency Medal

1336. The Canadian Efficiency Medal, the award of which is governed by Royal Warrant dated 23rd September, 1930 (issued as G.O. 3 of 1932) will be granted to warrant officers, non-commissioned officers and men of the Non-Permanent Active Militia who, on or after 23rd September, 1931, complete 12 years' efficient service with a minimum of 12 annual trainings (to be completed within 18 years from date of enlistment) excluding service in the Reserve, and who are recommended by the officer commanding the unit in which the qualifying service is completed.

(a) Service as specified below may be counted towards the qualifying period, provided that none of the service has been previously counted as qualifying service for the grant of any long service, good conduct or efficiency medal.

- (i) Service in an authorized auxiliary naval, military or air force of the empire* in which training in peace is a prescribed condition of service, such service having been efficient according to the regulations of the force in which rendered.
- (ii) Commissioned service in the case of those men who were commissioned after service in the ranks of the Canadian Expeditionary Force, and who, having relinquished their commissions, re-enlisted in the ranks of the Non-Permanent Active Militia prior to 1st January, 1922.
- (iii) Service as a Gentleman Cadet at the Royal Military College and service in the ranks of a recognized Cadet Corps after attaining the age of 16 years, but not after attaining the age of 20 years, provided the Cadet enlisted in the Non-Permanent Active Militia within 12 months of leaving his Cadet Unit or enlisted for Active service in a unit or formation of the Armed Forces of Canada within 3 months of leaving his Cadet Unit. (Effective 1st June, 1945.)
- (iv) Service in the Royal Navy, Royal Canadian Navy, Regular Army, Permanent Force, Royal Air Force and Royal Canadian Air Force only during the period 4th August, 1914, to 31st December, 1921.
- (b) (i) Men of the Non-Permanent Active Militia who, prior to the 11th November, 1918, actually served overseas or completed M.F.W. 23 or M.F.W. 133, thereby accepting the obligation to serve overseas on military service, will be allowed to count such service on the active list given between 4th August, 1914, and date of demobilization as single qualifying service towards the 12 years required, provided that after demobilization they re-enlisted in the Non-Permanent Active Militia before 31st December, 1921.
- (ii) Service in West Africa shall reckon two-fold, except periods of leave therefrom, which shall reckon only single qualifying service for the award of the medal.
- (iii) A Warrant Officer, non-commissioned Officer or man who was serving in the Non-Permanent Active Militia on September 1, 1939, and who has served or may serve on active service with the Canadian Army during the war with the German Reich and its allied or associated powers, shall be allowed to count such active service two-fold as qualifying service towards the award of the Canadian Efficiency Medal and of the Clasps thereto provided he continued to serve in the Non-Permanent Active Militia or a Reserve Unit, Formation or Corps of the Canadian Army until the date of his enlistment for active service in the Canadian Army.

*An "Authorized Auxiliary Force of the Empire" means, for the purposes of the Efficiency Medal, an auxiliary force which is recruited by separate enlistment not forming part of an engagement for a Regular or Permanent Force and in which there is a liability for training in peace as for example, in Great Britain, the Territorial Army, Supplementary Reserve, Royal Naval Volunteer Reserve or Auxiliary Air Force, and in Dominions, Colonies, etc., similar non-permanent Active Militia. It does not include in Great Britain such forces as the Army Reserve, Royal Fleet Reserve or Royal Air Force Reserve, and in Dominions, Colonies, etc., the reserve of Permanent Forces.

Amdt. (No. 36) 5th Sep., 1942.

- (iv) A Warrant Officer, non-commissioned Officer or man who was serving in the Non-Permanent Active Militia on September 1, 1939, and who has served or may serve in the ranks with any of His Majesty's Forces during the war with the German Reich and its allied or associated powers, may count as the equivalent of two annual trainings any such service which is of not less than two months' duration in each calendar year. But not more than two trainings (including equivalent service) shall be counted in any one calendar year for the purpose of this paragraph.
 - (v) Continuity of qualifying service will be admitted in the case of any such warrant officer, non-commissioned officer or man who, having been on such active service as is described above with the Canadian Army during the war with the German Reich and its allied or associated powers, has been discharged by reason of wounds or illness contracted on service, and who subsequently during the said war voluntarily re-enlists for active service with the Canadian Army after recovery.
 - (vi) Officers who are serving or who have served as such on Active Service in any of the Armed Forces during the war 1939-45, who were, on the 2nd September, 1939, serving as officers, warrant officers, non-commissioned officers or men on the Active List of the Non-Permanent Active Militia, shall until further instructions are issued, and subject in other respects to the conditions laid down in KR(Can) 1939, para. 1336, be eligible for the award of the Canadian Efficiency Medal, and Clasps, and be allowed to reckon their service as officers as qualifying service for the Canadian Efficiency Medal and Clasps.
 - (vii) Officers who had qualified for the Canadian Efficiency Decoration before the 2nd September, 1939, including those to whom the award had not actually been made on that date, will not be eligible for the Efficiency Medal and Clasps unless they are qualified under the Royal Warrant dated 23rd September, 1930, as amended. (Issued as GO No. 3 of 1932.)
 - (viii) Any Officer who receives both the Canadian Efficiency Decoration and Canadian Efficiency Medal and Clasps may not wear the Efficiency Medal with the Efficiency Decoration unless he has completed the periods of qualifying service for each award and no service reckoned for one award has been reckoned as qualifying service for the other.
- (c) Service to qualify for the award of the medal must, except during the period 4th August, 1914, to 31st December, 1921, and as hereinafter provided, be continuous. The following periods, although inadmissible as qualifying service, will not be reckoned as breaking continuity of service:—
- (i) Where service is given in different authorized auxiliary naval, military or air forces not in the same portion of the Empire, a break of 12 months between any two periods of service, or
 - (ii) where service is in the Non-Permanent Active Militia and other authorized auxiliary forces in Canada, a break not exceeding 6 months in service in the same command, provided it is shown that the break is due to no fault of the individual.
 - (iii) Service in the Royal Navy, Royal Canadian Navy, Regular Army, Permanent Force, Royal Air Force, or Royal Canadian Air Force otherwise than between 4th August, 1914, and 31st December, 1921.
 - (iv) Intervals between service in the Royal Navy, Royal Canadian Navy, Regular Army, Permanent Force, Royal Air Force, Royal Canadian Air Force and the Non-Permanent Active Militia, during the period 4th August, 1914, and 31st December, 1921.

Amdt. (No. 36) 5 Sept. 1942.

Amdt. (No. 93) 3 Feb., 1947.

- (v) Service of men of the Canadian Expeditionary Force whilst released from military service for the purpose of being employed on work of national importance, which will be defined as occasion arises, during the period 4th August, 1914, and 31st December, 1921.
- (vi) Periods of desertion or absence without leave of men of the Canadian Expeditionary Force, during the period 4th August, 1914, and 31st December, 1921, or during training either in camp or barracks in cases of men of the Non-Permanent Active Militia, provided that they continue to serve after their offence has been dealt with.
- (vii) Periods of detention or imprisonment during annual training.
- (viii) Service in the Regular Army or Air Force Reserves or Reserves of the Permanent Forces of Canada or other Dominions.
- (ix) Service in the Reserve of the Non-Permanent Active Militia.
- (x) Periods between the date of demobilization from active service during the war with the German Reich and its Allied and Associated Powers and the date of enlistment in the Reserve Force; providing such enlistment shall be prior to 31st December, 1951.

(d) Men in possession of the Canadian Efficiency Medal who complete a further period of six years' service and attend an additional six annual trainings a total of 18 years' service and 18 annual trainings, may be awarded a Clasp to be worn with the original medal and for each additional completed period of six years' efficient service and six additional annual trainings attended thereafter an additional Clasp may be awarded as aforesaid.

(e) Men in possession of the Colonial Auxiliary Forces Long Service Medal in respect of their service in the Non-Permanent Active Militia or any Long Service, Good Conduct or Efficiency Medal (and clasps), may also be granted the Canadian Efficiency Medal (and clasps), provided that they have fulfilled the required conditions for the award of that medal and that no particular period of service is counted for more than one award.

(f) A period during which a unit of the Non-Permanent Active Militia is called out for duty, not less than the period laid down for the annual training of that unit, in each calendar year reckoned from 1st January to 31st December, will be allowed to count as the equivalent of the annual training for that year or, in the case of men referred to in sub-paragraph (b) (i) a period of not less than two months' service in each calendar year will be allowed to count as the equivalent of an annual training. In no case may more than one annual training be allowed to count in any one calendar year.

(g) Recommendations for the award of the medal will be made on M.F.B. 1433 by the officer commanding the unit in which qualifying service was completed, accompanied by M.F.B. 1433 completed by the officer commanding each of the units of the Non-Permanent Active Militia in which the candidate has previously served, and discharge certificate or record of service in respect of service with units other than the Non-Permanent Active Militia. Recommendations will be forwarded General Orders, and the medal will be sent to the district commander concerned, by Army Headquarters.

(h) The names of the recipients of the medal will be published in General Orders. and the medal will be sent to the officer commanding the command concerned, by Army Headquarters.

(i) Should a medal be lost, application for replacement will be made in accordance with paras. 1343 to 1347.

Amdt. (No. 63) 30 Dec, 44.

Amdt. (No. 126) 31 May, 48.

(j) All questions involving forfeiture and restoration of the medal will be dealt with in accordance with para. 1348.

(k) *Wearing of Roses—*

In undress and service uniform, when ribbons only are worn, the grant of clasps will be denoted by the wearing on the ribbon of small silver roses, one or more according to the number of clasps awarded. The rose (or roses) will not be worn on the ribbon when the medal is worn.

The King's Medal (Champion Shot)

1337. The King's Medal, awarded annually to the champion shot of the Canadian Forces, will be worn on the left breast.

Acceptance and Wearing of Non-Military Medals Granted for Acts of Gallantry

1338. (a) The only non-military medals granted for acts of gallantry allowed to be worn in uniform are:—

- (i) "The Albert Medal," "The Edward Medal," "The Board of Trade Medal," "The Life Saving Medal of the Order of St. John of Jerusalem." These medals are official and are worn on the left breast. One only may be worn for the same act of gallantry.
 - (ii) The medals of the Royal Humane Society, "The Stanhope Gold Medal" awarded by that body. "The Royal Canadian Humane Association Medal" and "The Medal of the Royal National Lifeboat Institution." These medals are worn on the right breast and only one may be worn for the same act of gallantry.
 - (iii) Medals awarded on behalf of the Head or Government of a foreign state. These medals are worn on the left breast.
- (b) Not more than two of the above medals may be worn for one act of gallantry, viz., one official, and if awarded, one of the medals enumerated in sub-para. (a) clauses (ii) and (iii).
- (c) In no circumstances will a medal, awarded by any other society, whether British or foreign, be permitted to be worn.

1339. (a) No restriction is imposed on the acceptance of any medal, British or foreign, which it is not intended to wear.

(b) Whenever any of the medals set forth in sub-para. (a) are awarded to officers or soldiers, the fact will be reported to National Defence Headquarters, in order that the necessary authority may be obtained for the distinction to be worn.

(c) The decision as to which of several medals awarded may be worn when in uniform shall rest with the Minister.

1340. A commanding officer, in putting forward a soldier's claim for the Royal Canadian Humane Association's medal, will do so on the form which will be furnished on application to the secretary at the Association's office, Hamilton, Ontario.

Foreign Orders and Medals

1341. Attention is drawn to the regulations issued by the Foreign Office and published from time to time in the official Army List respecting foreign orders and medals. The provisions of the Pay Warrant governing the forfeiture of medals do not affect foreign medals and decorations. A medal or decoration awarded by a foreign power cannot in any circumstances be replaced.

Loss and Replacement

1342. Every precaution will be taken to ensure that the insignia of British Orders, other decorations, and medals do not come into the possession of unauthorized persons.

1343. (a) Where the loss of the insignia of any order, or of a decoration or medal, is incurred by a serving officer or soldier, and is due entirely to unavoidable circumstances arising out of the exigencies of the service, such insignia, decoration or medal may be replaced at the public expense, but losses due to the circumstances and accidents of private life will not be chargeable to the public. The decision in the case of Canadian medals will rest with the Minister and, in the case of British medals, the decision will rest with the Army Council.

(b) Campaign medals lost after the death of the recipient cannot be replaced.

1344. (a) A serving officer who loses the insignia of any order or any decoration or medal will immediately report such loss to his commanding officer, who will, if practicable, take steps to effect recovery. Failing recovery, an application for replacement, on prepayment or otherwise, may be submitted with an explanation of the circumstances through the usual channels to National Defence Headquarters.

(b) An officer no longer on the Active List may, after taking reasonable steps to recover the insignia of any order or any decoration or medal, which has been lost, submit an application for replacement on prepayment thereof direct to National Defence Headquarters, but duplicates will not be issued until two months have elapsed from the date of loss.

1345. (a) Soldiers' decorations and medals will be shown at kit inspections. Soldiers will show such decorations and medals only as have been officially issued to them. When a soldier loses a decoration or medal, he will immediately report the fact to his company, etc., commander, who will record all available evidence regarding the loss and submit it to the commanding officer who will, if practicable, take steps to effect recovery and, failing recovery, will record his opinion as to whether the loss occurred—

- (i) when the soldier was on duty and from causes entirely beyond his control;
- (ii) by accident; or
- (iii) wilfully.

(b) In cases under (a) (i) and (ii), applications to replace a lost decoration or medal may be at once submitted direct to National Defence Headquarters with the original record of evidence taken by the company, etc., commander. Where no testimony as to the loss, except that of the soldier himself, is forthcoming, the commanding officer, except in very special circumstances, which he will record, will take the man's character into account in forming his opinion. Lost decorations or medals will be replaced only under the procedure laid down in this paragraph and, if application is made for replacement at the public expense, the conditions of para. 1343 will apply.

(c) In cases under (a) (iii) the soldier will be dealt with under Section 24 of the Army Act, and, if he is convicted, particulars of the conviction will be submitted with any application for replacement of the medal.

1346. An application from an ex-soldier for the replacement of a decoration or medal lost by him must be accompanied by a statutory declaration as to the circumstances in which the original decoration or medal was lost and the steps taken to effect recovery. Replacement will be on prepayment only, and a new decoration or medal will not be issued until two months have elapsed from the date of the loss.

1347. When a medal or clasp, the issue of which has been borne by Canadian funds, requires to be replaced on prepayment, the value thereof, \$1.83 for the medal and 36 cents for each clasp, will be deposited in the usual way in some authorized bank in the locality to the credit of the Receiver-General, and the deposit receipt therefor will be sent to Army Headquarters with the application for replacement. The charge for a ribbon will be 5 cents.

Award, Forfeiture and Restoration of Orders, Decorations and Medals

1348. Campaign Awards—A medal, commemorative of a campaign, may be given to the officer or soldier who has rendered service during a campaign with an army in the field. Clasps for battles or special operations against the enemy may be issued to all officers and soldiers engaged therein, whose duties necessitated their being present.

1349. British Orders and Service Decorations—British orders and certain British service decorations and medals may be forfeited and restored only under the authority of the statutes or royal warrants governing them. In no circumstances shall a court-martial order the forfeiture of any such orders, decorations or medals.

1350. Forfeitures and Restoration of Canadian Decorations and Medals, other than Second World War Medals—(1) An officer or soldier who has been sentenced by a court-martial to death or to be cashiered, dismissed, or discharged with ignominy, or who has been released from the service for misconduct, may be ordered by the Minister to forfeit any war medals which he may have or to which he may be entitled, other than:—

- (a) campaign stars awarded for service during the Second World War,
- (b) the Defence Medal,
- (c) the Canadian Volunteer Service Medal, and
- (d) the War Medal 1939-45.

(2) An officer or soldier who has been sentenced by a court-martial to death or to be cashiered, dismissed or discharged with ignominy, or who has been released from the service for misconduct, shall automatically forfeit any decoration or medal awarded to him or to which he may be entitled for long service, good conduct, efficiency, or meritorious service other than gallantry.

(3) An officer or soldier who has been convicted of any serious offence by a civil power, or who has been convicted by court-martial of an offence of treason, sedition, mutiny, cowardice, desertion, disgraceful conduct of an unnatural kind under section 18 (5), or of any serious offence under section 41 of the Army Act, may be ordered by the Minister to forfeit any decoration or medal awarded to him or to which he may be entitled for long service, good conduct, efficiency, or meritorious service other than gallantry.

(4) Any decoration or medal forfeited under this paragraph may be restored at the discretion of the Minister.

1351. Forfeiture and Restoration of Campaign Stars, Medals, and Clasps of the Second World War—(1) Every person who is or has been:

- (a) convicted of treason, sedition, mutiny, cowardice, desertion or disgraceful conduct of an unnatural kind; or
- (b) sentenced to be cashiered, dismissed from His Majesty's Service, or discharged with ignominy from His Majesty's Service,

shall forfeit all Second World War campaign stars and clasps, the Defence Medal, the Canadian Volunteer Service Medal and clasp, and the War Medal 1939-45 of which he may be in possession, or to which he might otherwise be entitled by his service up to the date of being so convicted or sentenced.

(2) Campaign stars, medals, and clasps forfeited under this paragraph may with the approval of the Adjutant-General, or such officer as he may designate, be restored to an officer or soldier:

- (a) where he was sentenced to undergo imprisonment or detention as a consequence of his conviction as mentioned in (1) (a) of this paragraph, following completion of three years' continuous service subsequent to his release from imprisonment or detention during which service he has committed no offence, or any offence committed by him during such service is considered by the Adjutant-General, or such officer as he may designate, not to have been of a serious nature; or
- (b) where he was not sentenced to undergo imprisonment or detention as a consequence of his conviction as mentioned in (1) (a) of this paragraph, following completion of three years' continuous service subsequent to the date of that conviction during which service he has committed no offence, or any offence, committed by him during such service is considered by the Adjutant-General, or such officer as he may designate, not to have been of a serious nature; or
- (c) before the expiration of the three year period of service mentioned in clause (a) or (b) of this sub-paragraph, on retirement or discharge, or on invaliding on account of wounds or other disability not attributable to misconduct or, in the event of his death, in accordance with paragraph 1359, if he has committed no offence during his service within that three year period, or if any offence committed by him during the last mentioned service is considered by the Adjutant-General, or such officer as he may designate, not to have been of a serious nature; or
- (d) for meritorious service or when otherwise specially recommended.

(3) A campaign star, medal, or clasp forfeited under this paragraph shall not be restored:

- (a) under (2) (c) of this paragraph, when it has been forfeited by reason of conviction of treason, sedition, mutiny or cowardice; or
- (b) if forfeited for desertion which occurred during the period for which it was instituted, unless the officer or soldier concerned has, subsequent to return from desertion, rendered a minimum of one day's paid service before the terminal date of the period for which the campaign star, medal, or clasp was instituted. The terminal dates for campaign stars, medals, and clasps instituted during the Second World War are:

Amdt. (No. 137) 10 Jan 49.

Amdt. (No. 146) 26 Sep 49.

The Africa Star	12th May, 1943
The Air Crew Europe Star	5th June, 1944
The 1939-45 Star (for operational service other than in the Pacific Theatre)....	8th May, 1945
The Atlantic Star	
The Italy Star	
The France and Germany Star	
The 1939-45 Star (for operational service in the Pacific Theatre)	2nd September, 1945
The Pacific Star	
The Burma Star	
The Defence Medal	
The War Medal 1939-45	
The Canadian Volunteer Service Medal ...	

(4) Campaign stars, medals, and clasps forfeited under this paragraph shall be forwarded to Army Headquarters for custody.

1352-1357. Unallotted.

Medals of Soldiers Discharged Through Unsoundness of Mind and of Deceased Officers and Soldiers

1358. (a) Medals of a soldier, who, on discharge, is sent to a mental hospital will be forwarded by the officer who carries out the discharge to Army Headquarters with a notification of the date of discharge and the name of the institution to which the man has been sent.

(b) Similar notification will be made in the cases of such men who, on discharge, are entitled to medals not then issued.

(c) The officer in charge of medals of soldiers of unsound mind will periodically ascertain from the institution what becomes of the men, in order that their medals may be forwarded to them if they recover, or to the individuals legally entitled thereto if they die.

(d) Medals of a soldier of unsound mind may be issued to his next-of-kin on receipt of a written guarantee that the medals will be retained in safe custody and handed to the man in the event of his recovery. When medals are so issued they will be disposed of in the order of relationship laid down in para. 1359, clause (ii).

Amdt. (No. 137) 10 Jan 49.

Amdt. (No. 146) 26 Sep 49.

1359. The medals of an officer or soldier dying in the service, whether issued before or after his death, will be disposed of as follows:—

- (i) If there is a will, the medals will be sent to the person, who, in the opinion of the Minister, or such authority as he may designate, is named in the will as being intended to receive them or any articles which would, in such opinion, include them, or as being a general or residuary legatee of the estate.
- (ii) In default of and subject to any such testamentary disposition, the medals will be sent to the next-of-kin in the following order of relationship:— Widow, eldest surviving son, eldest surviving daughter, father, mother, eldest surviving brother, eldest surviving sister, eldest surviving half-brother, eldest surviving half-sister.
- (iii) In the case of a universal or residuary bequest to more than one person either in common, or jointly, or where medals cannot be disposed of as in (i) or (ii) above, they may be sent to any relative or other interested party who, in the opinion of the Minister, or such authority as he may designate, will preserve them with due care as a memorial of the deceased.

Good Conduct Badges—Permanent Force

1360. (a) A good conduct badge shall be a high distinction conferred on a soldier under the rank of corporal, or bombardier, as a token of approbation of good conduct, and shall be marked by a chevron worn on the left arm.

SERVICE REQUIRED FOR BADGES

(b) Good conduct badges may be granted after the following periods of service:—

One badge..	after 2 years' service
Two badges	" 5 "
Three badges	" 12 "
Four badges	" 18 "
Five badges	" 23 "
Six badges..	" 28 "

(c) If a soldier's name has not been entered in the regimental conduct book for 14 years, he shall be entitled to hold badges, if otherwise qualified, after periods shorter by two years, that those stated in sub-para. (b) above.

RECKONING OF SERVICE

(d) A soldier shall reckon towards the grant of good conduct badges all service allowed to reckon towards discharge.

(e) A soldier re-enlisted who has previously served in a unit or corps of the Permanent Force shall be permitted to reckon towards the grant of good conduct badges all service in that force, provided that he acknowledged his former service on enlistment and that he was discharged with a character not less than good.

(f) A soldier who enlists in a unit or corps of the Permanent Force will be permitted to count service in the Canadian Expeditionary Forces as qualifying service for the grant of good conduct badges provided that he was not discharged therefrom for misconduct.

(g) A soldier who enlists in a unit or corps of the Permanent Force will be permitted to count previous service in His Majesty's Regular Forces towards the grant of good conduct badges, provided he proves, by production of his discharge certificate from His Majesty's Regular Forces, that his services therein were satisfactory and his character was assessed at not less than good.

Amdt. (No. 82) 28th Aug., 1946.

GRANT OF BADGES

(h) Subject to sub-para. (j), a good conduct badge shall be awarded within the limits laid down in sub-para. (b) to a soldier on completing a "term of good conduct," i.e., a period of two years during which no entry has been made against the soldier's name in the regimental conduct book. If the offence last entered involved imprisonment or detention, such period shall reckon from the day following that of the termination of the imprisonment or detention; otherwise, it shall reckon from the date on which the punishment is awarded.

(i) A second or later badge shall not be granted under sub-para. (h) until the badge or badges previously awarded have been held through a complete "term of good conduct" immediately preceding the date of the grant; except as laid down in sub-para. (l).

(j) A good conduct badge shall not be awarded to a soldier under sub-para. (h) if, on the completion of a "term of good conduct", he is absent, or is a prisoner, or in arrest, awaiting disposal. When the commanding officer finally disposes of any such case, he shall, unless he awards a punishment which entails forfeiture of pay under Article 60, Pay and Allowance Regulations, 1937, decide whether the badge is, or is not to be given to the soldier.

(k) A soldier reduced from a higher rank to a rank in which he would be eligible for a good conduct badge, shall, unless forfeiture is awarded under sub-para. (n) to (p), be granted at once such a number of badges as he would have been eligible for, under sub-para. (b), in the lower rank, regard being had to the entries in his regimental conduct sheet (see sub-para. (m)), and the remaining badge or badges shall be awarded under the conditions of sub-para. (s).

(l) When the service which a soldier forfeited by desertion or any other cause has been restored to him, he shall, from the date on which he is held to have become eligible for such restoration, be re-assessed for the good conduct badges and be awarded those to which his total service entitles him, having regard to the several entries of his name in the regimental conduct book since attestation, including the entry of the offence for which his service was forfeited. In such case, the uninterrupted possession of the previous badge or badges during a complete "term of good conduct" shall not be enforced, nor shall it be necessary before another badge can be awarded, that full "term of good conduct" should have elapsed from the date of re-assessment.

FORFEITURE OF BADGES

(m) One badge held by a soldier shall be forfeited for each occasion on which his name appears in the regimental conduct book, unless the entry be for an offence entailing further forfeiture under sub-para. (n) to (q).

(n) *Except as laid down in sub-para. (o), a general or district court martial may, in addition to or without any other punishment, sentence a soldier to forfeit all or any of his good conduct badges.

(o) *A soldier shall forfeit all his good conduct badges and be placed in the same position as regards earning badges as a recruit when—

(i) he is convicted of an offence under Section 17 or Section 18 of the Army Act, or

(ii) his conviction by court martial, or the order dispensing with his trial, is such as to entail a forfeiture of former service towards engagement. In such cases, the forfeiture of badges shall not be included in the sentence.

(p) *A soldier sentenced by a court martial or civil court to a term of imprisonment exceeding six months shall forfeit all good conduct badges held by him without power of restoration, and shall be placed in the same position as regards earning badges as a soldier to whom a badge has never been awarded.

* These regulations are made with reference to Section 44 (11) of the Army Act.

(q) A soldier shall forfeit the whole of his good conduct badges when discharged—

- (i) with ignominy;
- (ii) expressly on account of misconduct;
- (iii) on conviction of civil power;
- (iv) on being sentenced to penal servitude;
- (v) for giving a false answer on attestation.
- (r) *The forfeiture of a good conduct badge shall be reckoned from the date on which punishment has been awarded.

Restoration of Badges

(s) A soldier who forfeits a good conduct badge, except under the circumstances defined in sub-paras. (o) and (p), shall regain it on completing a "half term of good conduct" reckoned as laid down in sub-para. (h). If a soldier has lost more than one badge he shall complete a "half term of good conduct" from the date of losing the last badge forfeited before one lost badge is restored, and shall complete another "half term" before the second badge is restored, and so on. No good conduct badge shall, however, be restored if, on the completion of a "half term of good conduct," the soldier is absent, or in arrest awaiting disposal for an offence which is subsequently entered in the regimental conduct sheet, or is absent under conditions which afterwards entail such an entry.

1361-1364. Spare.

*These regulations are made with reference to Section 44 (11) of the Army Act.

SECTION XIII.—CEREMONIAL

1.—PRECEDENCE

1365. (a) The following is the order of precedence in the Canadian Militia:—

Order	Corps, Regiment or Unit
1	The Gentlemen Cadets of the Royal Military College of Canada.
2	The Royal Canadian Horse Artillery.
3	The Royal Canadian Dragoons.
4	Lord Strathcona's Horse (Royal Canadians).
5	The Governor General's Horse Guards.
6	Regiments of Cavalry and Cavalry (Armoured Car).
7	The Royal Canadian Artillery (Other than Royal Canadian Horse Artillery).
8	The Royal Canadian Artillery (Non-Permanent).
9	The Corps of Royal Canadian Engineers.
10	The Corps of Royal Canadian Engineers (Non-Permanent).
11	The Royal Canadian Corps of Signals.
12	The Royal Canadian Corps of Signals (Non-Permanent).
13	Canadian Officer's Training Corps.
14	The Royal Canadian Regiment.
15	Princess Patricia's Canadian Light Infantry.
16	Royal 22e Regiment.
17	The Governor-General's Foot Guards.
18	The Canadian Grenadier Guards.
19	Regiments of Infantry, Rifles, Infantry (M.G.) and Infantry (Tank).
20	The Royal Canadian Army Service Corps.
21	The Royal Canadian Army Service Corps (Non-Permanent).
22	The Royal Canadian Army Medical Corps.
23	The Royal Canadian Army Medical Corps (Non-Permanent).
24	Canadian Army Dental Corps.
25	The Royal Canadian Ordnance Corps.
26	The Royal Canadian Ordnance Corps (Non-Permanent).
27	The Corps of Royal Canadian Electrical and Mechanical Engineers.
28	The Corps of Royal Canadian Electrical and Mechanical Engineers (Non-Permanent).
29	The Royal Canadian Army Veterinary Corps.
30	The Royal Canadian Army Veterinary Corps (Non-Permanent).
31	The Royal Canadian Army Pay Corps.
32	Corps of Military Staff Clerks.
33	Canadian Postal Corps.
34	The Cadet Services of Canada (Non-Permanent).
35	Canadian Chaplain Services.

(b) Different units of the same arm take precedence in accordance with their order in the Militia List, except that a unit of the Permanent Force shall always take precedence of a unit of the same arm not forming a portion of the Permanent Force.

(c) On parade, other than ceremonial, and for the purposes of manoeuvre, units will be distributed and drawn up in the mode which the officer in command of such parade or manoeuvres may deem most convenient.

(d) Gentlemen cadets of the Royal Military College, when on parade with other troops, if mounted, take the right of all troops; if dismounted, the right of all dismounted troops.

(e) Heavy batteries, when on parade with their guns, take the left of the field artillery.

(f) In brigade, rifle regiments will be on a flank—usually the left—of the line of infantry.

Corresponding Ranks in the Army, Navy and Air Force

1366. Nothing contained in these regulations will give a claim to any officer of the Royal Canadian Navy or Royal Canadian Air Force to assume command of His Majesty's land forces on shore, nor to any officer of the Canadian Militia to assume command of any Canadian Naval or Air Force unless under special authority from His Majesty's Government or the Governor in Council as the case may be, for any particular service.

1367. The following table shows the Canadian Naval and Air Force ranks corresponding to the various Canadian Militia ranks. Commissioned officers of any of the three services will rank with one another according to seniority or date of appointment.

Army	Navy	Air Force
Field Marshal.....	Admiral of the Fleet.....	Marshal of the Royal Canadian Air Force.
General.....	Admiral.....	Air Chief Marshal.
Lieutenant-General.....	Vice-Admiral.....	Air Marshal.
Major-General.....	Rear-Admiral.....	Air Vice-Marshal.
Brigadier.....	Commodore (1st and 2nd class).	Air Commodore.
Colonel.....	Captain.....	Group Captain.
Lieutenant-Colonel.....	Commander.....	Wing Commander.
Major.....	Lieutenant-Commander.....	Squadron Leader.
Captain.....	Lieutenant.....	Flight Lieutenant.
Lieutenant.....	Sub-Lieutenant..... Commissioned officer from war-rant rank.	Flying Officer.
Second-Lieutenant.....	Acting Sub-Lieutenant.....	Pilot Officer.
Warrant Officer, Class I: (a) Conductor, R.C.O.C. (b) Master-gunner, 1st class. (c) Staff sergeant-major, 1st Class.	Warrant Officer (but senior to Army ranks). Midshipman (but junior to army ranks).	No equivalent.
All other warrant officers, Class I.	No equivalent.....	Warrant Officer, Class I.
Warrant Officers, Class II.....	No equivalent.....	Warrant Officer, Class II.

Amdt. (No. 43) 14 Oct, 43.

Amdt. (No. 129) 19 Jul, 48.

Army	Navy	Air Force
Squadron, battery, troop or company quartermaster-sergeant. Staff Sergeant.	Chief Petty Officer.....	Flight Sergeant.
Sergeant.....	Petty Officer.....	Sergeant.
Corporal..... Bombardier.	Leading Seaman (but junior to army and Air Force ranks).	Corporal.
Lance-corporal. Lance-bombardier..... Trooper. Sapper. Signaller. Guardsman. Rifleman. Craftsman. Gunner. Driver. Private. Boy.	Able Seaman..... Ordinary Seaman.	Leading Aircraftman. Aircraftman, 1st class. Aircraftman, 2nd class.

- NOTE: (1) Lance-sergeants in the Army rank with Corporals and Bombardiers but senior to those ranks and to corresponding ranks in the Navy and the Air Force.
 (2) Lance-corporal and lance-bombardier are not ranks but appointments; leading aircraftman, aircraftman, 1st class and aircraftman, 2nd class, are classifications, not ranks.

1368. (a) When personnel of the naval, land and air forces of Canada take part as units in a joint parade or ceremony, the following precedence will be observed:—

- (i) Units of the Canadian Naval Forces.
- (ii) Units of the Canadian Militia.
- (iii) Units of the Royal Canadian Air Force.

(b) When taking part in a joint ceremony, but not as units, officers of the three services will be grouped together and will take precedence *inter se* in accordance with their ranks and seniority, with the following exception:—

The senior naval officer, the senior military officer and the senior air force officer will take up position together, jointly taking precedence over all other naval, military and air force officers, but ranking *inter se* according to their individual rank and seniority.

Amdt. (No. 43) 14th Oct., 1943.
 Amdt. (No. 53) 11th Mar., 1944.

(c) Any modification to the above, which may be necessary in regard to the opening or closing of the Dominion Parliament, will be laid down by National Defence Headquarters as the occasion requires.

1369. (a) An officer of any of His Majesty's consular services will rank with an officer of the Canadian Militia, as follows:—

Consul-General with, but after, Major-General.

Consul with, but after, Colonel.

Vice-consul with, but after, Major.

Consular Agent with, but after, Captain.

(b) The officer in charge of a consular post during the absence of the titular incumbent will take for the time being the equivalent military rank of the incumbent.

2.—STANDARDS, GUIDONS AND COLOURS

General Instructions

1370. Regiments classified by corps as dragoons may be permitted to carry a guidon, except the Governor-General's Horse Guards and regiments of dragoon guards which may be permitted to carry a standard.

1371. (a) Infantry battalions which do not bear the title "Rifles" or "Rifle Brigade" or are not dressed in the uniform, or wear the appointments, of a rifle regiment, may carry two colours, King's and regimental.

(b) Any battalion permitted to carry colours will not be allowed the distinctions of, nor be permitted to drill as, a rifle battalion.

1372. (a) Standards and guidons of cavalry will be carried by squadron sergeants-major. Colours of infantry will be carried by two selected subaltern officers, second lieutenants, if available, but on the line of march all subaltern officers will carry them in turn.

(b) Warrant officers, Class II, and non-commissioned officers not below the rank of colour-sergeant or equivalent rank have the honourable distinction of attending the standards and colours, but on occasions when warrant officers and non-commissioned officers of these ranks are not available the honourable distinction may be allowed to non-commissioned officers of lower rank and selected privates.

(c) Standards will not be carried by regiments of hussars and lancers, nor will colours be carried by rifle regiments.

(d) Standards, guidons and colours will not be altered without the King's special permission.

1373. (a) The consecration of colours will be performed by chaplains or by officiating clergymen in accordance with an authorized Form of Prayer, copies of which may be obtained from National Defence Headquarters. In those units which consist predominantly of members of the Church of England, the order of service in Form A will be used. When the majority of the soldiers of the unit are Roman Catholic, the consecration of its new colours will be performed by a Roman Catholic priest, and the order of service in Form B will be used. In those units which consist predominantly of Presbyterians or members of the United Church of Canada, or of those two religious bodies combined, the order of service in Form C will be used. A district officer commanding may authorize ministers of different denominations to officiate at the ceremony, in which case all or parts of Forms A, B and C may be used, but nothing is to be added to the Form of Prayer.

(b) For the ceremonial of consecration, see training manuals.

1374. (a) The standard or guidon of cavalry or the King's colour of infantry will be carried by a guard only when the guard is mounted over the King, the Queen, Queen Mary, a member of the Royal Family or a viceroy, governor-general, governor, high commissioner, lieutenant-governor or officer administering the government in his capacity as His Majesty's representative within the area of his jurisdiction, or a foreign sovereign, the president of a republican state or a member of a reigning foreign imperial or royal family.

(b) A guard mounted over the King, the Queen, Queen Mary, a member of the Royal Family or any of the personages mentioned in this paragraph will consist of:—

(i) when the King's colour is carried, one major or captain, two subaltern officers (one carrying the colour) and a sufficiency of other ranks;

(ii) When no colour is carried, one officer below the rank of captain and a sufficiency of other ranks.

(c) The King's colour will not be trooped except in the case of a guard mounted over the King, the Queen, Queen Mary, members of the Royal Family, or His Majesty's chief representative in British possessions or territories mandated to Great Britain, or in the case of a ceremonial parade held in honour of the King's birth day, or on the occasion of the presentation of colours.

(d) On all other occasions, it will remain with the unit.

1375. (a) When colours are being removed from, or taken to, the place where they are usually kept, an escort will invariably accompany them and will pay them the customary honours. When it is necessary to send colours by train to be deposited for safe-keeping, the escort will consist of the usual colour party, as laid down in training manuals.

(b) Applications for new standards, guidons and colours will be made in accordance with the instructions laid down in the Clothing Regulations.

1376. In the case of old colours, if units so desire, honours may be paid on the initial move to the place where they are to be laid up. Such honours may, however, only be accorded to the most recent old colours. The escort, if provided, will be found from the unit concerned.

3.—HONOURS AND SALUTES

General Instructions

1377. The honours and salutes to be given by troops on parade and by guards of honour are as follows:—

(a) To the King, the Queen and Queen Mary:—

Royal Salute—Present arms, standards and colours lowered. The band will play the whole of the National Anthem for the King, the Queen and Queen Mary.*

(b) To other members of the Royal Family.

Royal Salute—Present Arms, standards, guidons and colours lowered.

(i) When the King, the Queen or Queen Mary is present, six bars of the National Anthem will be played to another member of the Royal Family only when specially ordered.

(ii) When the King, the Queen or Queen Mary is not present, and when more than one member of the Royal Family is present, each in turn will receive the Royal Salute, but the first six bars of the National Anthem will be played only for the member for whom the troops are parading.

* In the event of the Queen or Queen Mary arriving at a ceremony after, or departing before the King, the National Anthem will not be played.

(c) To the Crown.

Royal Salute, but colours will not be lowered and bands will not play.

(d) To Foreign Sovereigns, Presidents of Republican States, Members of reigning Foreign Imperial and Royal Families.

As for the King, the Queen and Queen Mary, except that the foreign national hymn will be played in place of the National Anthem.

(e) To a Viceroy, Governor-General, †Governor, High Commissioner, Lieutenant-Governor, or Officer Administering the Government of a Dominion, State, Colony, Mandated Territory or Territory under His Majesty's protection abroad, or Special Royal Commissioner acting on behalf of the Sovereign, within the sphere of his jurisdiction.

Royal Salute—Present Arms, standards and colours lowered. The first six bars of the National Anthem will be played.

(f) To a Lieutenant-Governor of a Canadian province, acting within the sphere of his jurisdiction, the first six bars of the National Anthem shall be played.

(g) To Field Marshals, Admirals of the Fleet, Marshals of the Royal Canadian Air Force.

General Salute as in sub-para. (h); regimental colours of all forces will be lowered.

(h) To General Officers, Officers Commanding Commands and Inspecting Officers below the rank of General Officer, and to corresponding ranks and appointments in the Canadian Naval and Air Forces.

General Salute by troops under their command; by mounted services—with swords drawn, officers saluting and bands playing the first part of a slow march; by dismounted services—officers saluting, men presenting arms, colours flying, bands playing the first part of a slow march, and drums beating; by corps not having bands—the trumpets or bugles sounding the salute, or the drums beating a ruffle.

(i) To Commanding Officers of garrisons, camps and stations, if under the rank of General Officer or corresponding rank in the Canadian Naval and Air Forces.

As for next higher rank, but a gun salute will not be given.

(j) To Standards, Guidons and Colours.

When uncased, at all times to be saluted with the highest honours, viz., arms presented, trumpets or bugles sounding the salute, drums beating a ruffle, except when carried by units forming part of the escort at a military funeral (see Manual of Ceremonial).

(k) The honours and salutes set forth in clauses (g) and (h) may, when specially authorized, be accorded to officers belonging to other Naval, Land and Air Forces of the Empire holding rank corresponding to the ranks therein enumerated.

1378. National Anthem—(1) Subject to (2) and (3) of this paragraph, throughout the playing of the National Anthem, "O Canada", or a foreign national anthem, officers and soldiers shall salute if wearing Service headdress, otherwise they shall stand at attention uncovered.

(2) Soldiers on parade shall salute or stand at attention in accordance with the commands given to them.

(3) When a Royal Salute is played for any person, officers in attendance upon such person shall not salute.

†The British Resident, Zanzibar, ranks as a governor for this purpose.

Amdt. (No. 67) 20 Jul 45.

Amdt. (No. 130) 26 Jul 48.

Amdt. (No. 131) 20 Sep 48.

1379. Whenever any member of the Royal Family or the Governor-General passes along the front of a camp to inspect it, the troops will turn out and fall-in in front of the tents, but not under arms.

1380. A viceroy, governor-general, governor,* high commissioner, lieutenant-governor or officer administering the government of any British dominion, possession, etc., or of a territory mandated to Great Britain, who is also a general officer is entitled in every respect to the honours due to his military rank as well as to his civil office.

1381. Officers acting in any civil office are entitled during their tenure to all the honours and salutes appertaining to such office.

1382. The compliments directed in these regulations will be paid to officers in the service of any power formally recognized by His Majesty, according to their respective ranks.

1383. Officers or soldiers passing troops or naval landing parties with uncased colours will salute the colours and the commanding officer (if senior).

1384. Each year on the morning of Remembrance Day, at 1100 hours, all troops will stand at attention for two minutes and all guards will turn out and present arms. Flags will be flown on Department of National Defence buildings.

1384A. Officers attending Memorial services will salute during the sounding of the Last Post and the Rouse or Reveille.

1385. Officers, soldiers and colours passing a military, naval or air force funeral will salute the body and will pay the appropriate compliments to standards, guidons and colours, except as otherwise provided for in the Manual of Ceremonial.

1386. Armed parties in paying compliments on the march will be called to attention, infantry will slope, and rifle battalions trail arms, and the command "Eyes right (or left)" will be given; mounted units will carry swords. Tanks or armoured car units will dip their gun or guns.

1387. An officer commanding an armed party passing a guard, or paying or returning a compliment, will draw his sword before giving the necessary command. When in command of an unarmed party, he will return the salute with the right hand as he gives the command "Eyes right (or left)". Soldiers in command of parties will conform to the rules laid down for officers.

1388. (a) All officers will salute their seniors before addressing them on duty or on parade; when swords are not drawn they will salute with the right hand in the manner prescribed. Officers, except when their swords are drawn, will return the salutes of junior officers and of soldiers. A salute made to two or more officers will be returned by the senior only. When not on duty or parade but in uniform, officers under the rank of field officers will salute all officers of field rank and upwards. General officers and field officers will salute their superiors in rank.

(b) Cadets will salute all officers in uniform and the officers of their own college, whether in uniform or not.

(c) Officers in uniform will salute their senior officers in the Canadian Naval and Air Forces and in the other Naval and Air Forces of the Empire.

(d) Officers and soldiers boarding any of His Majesty's ships or a foreign man-of-war will salute the quarter-deck.

*The British Resident, Zanzibar, ranks as a governor for this purpose.

1389. (a) Warrant officers, non-commissioned officers and men will salute all commissioned officers whom they know to be such, whether in uniform or not, including officers of the Canadian Naval and Air Forces and of the other naval, land and air forces of the Empire when in uniform. They will similarly salute such warrant officers of the Royal Canadian Navy and of the other naval forces of the Empire as have rank corresponding to that of commissioned officers in the Army. Warrant officers, non-commissioned officers and men will salute with the right hand. Where, from physical incapacity, a right-hand salute is impossible, the salute will be given with the left hand.

(b) Non-commissioned officers and men will address warrant officers, Classes I and II, in the same manner as they do officers, but will not salute them.

Official Visits

1390. Military officers serving as governors-general, governors,† high commissioners, lieutenant-governors or officers administering the government of dominions, states, colonies, mandated territories or territories under His Majesty's protection will be guided, in interchanging official visits with naval and air force officers, by the rules applicable to the appointment in which they are serving.

1391. Exchange of visits between officers of the military forces on the one hand and naval and air force officers and foreign officers on the other hand will be on the following basis:—

- (i) The junior will first visit the senior.
- (ii) Where the officers are of equal seniority, the officer last arriving at the station will pay the first visit.
- (iii) Return visits will be paid within twenty-four hours, either in person or by a representative, as the circumstances may require.

Presentation at a Foreign Court

1392. An officer who wishes to be presented at a foreign court will make an application to His Majesty's representative at that court.

Guards of Honour

1393. (a) A guard of honour, not exceeding* 100 rank and file, with a captain in command, two subaltern officers (one carrying the King's Colour) and a proportion of sergeants, will be mounted, with the regimental band in attendance:—

- (i) For the King and members of the British Royal Family, foreign sovereigns, presidents of republican states and members of reigning foreign imperial and royal families.
 - (ii) For viceroys, governors-general, †governors, high commissioners, lieutenant-governors, officers administering the government or special royal commissioners of any British dominion, commonwealth, Crown colony, state, mandated territory or possession on such occasions as are customary within their sphere of jurisdiction.
 - (iii) At state ceremonials.
- (b) Guards of honour will not be detailed when the personages mentioned in sub-para. (a), (ii) above are returning from leave of absence the duration of which is less than three months, or when they are merely arriving at, or departing from, one or other ports or stations within their jurisdiction, or on changing their residence.

* When local circumstances preclude the provision of a guard of honour of this strength the number may be reduced but any diminution in numbers will not affect the honours to which the personage is entitled under para. 1377.

† The British Resident, Zanzibar, ranks as a governor for this purpose.

1394. Special escorts or guards of honour of varying strengths may be furnished at any time upon the requisition of the Governor-General's secretary.

1395. When an escort, guard of honour or salute is required at Ottawa by His Excellency, the Governor-General, the necessary action to provide the same will be taken by the Adjutant-General. The paylists for such service will be forwarded, through the usual channels, to National Defence Headquarters accompanied by the notification from the Governor-General's secretary.

1396. Deleted.

1397. (a) A district officer commanding receiving notification from the Governor-General's secretary that His Excellency, the Governor-General will require an escort, guard of honour, or salute will immediately order such duties to be carried out by a unit or units of the Permanent Force, if available, and if not available, by a corps or corps of the Non-Permanent Active Militia.

(b) Escorts, guards of honour and salutes will not be provided unless the district officer commanding has been notified either by the Governor-General's secretary, or National Defence Headquarters that His Excellency, the Governor-General, requires any or all of such honours to be provided except that in cases where no notification has been received that His Excellency requires any of the above to be provided, but it is the desire of the district officer commanding or some municipal body or other organization that one or more of the above be provided, they may be furnished subject to the following conditions:—

- (i) That where the concurrence of His Excellency has not already been signified the matter will be referred to National Defence Headquarters in order that his wishes may be ascertained.
- (ii) That His Excellency has stated he has no objection and National Defence Headquarters has been notified of the intention.
- (iii) That no expense to the public is incurred without the authority of National Defence Headquarters.

(c) Authority to incur expense for voluntary guards of honour, etc., will only be granted in exceptional cases. The application to incur such expense will state the special reasons therefor and will include the detail of all expense in connection therewith and will contain the recommendation of the district officer commanding.

1398. Application for a guard of honour for a lieutenant-governor of a province, or, in his absence, for the administrator of the government, on the opening or prorogation of the provincial legislature, will be made to the district officer commanding, who will order such guard under this authority.

1399. On all occasions when a guard of honour is provided His Excellency, the Governor-General, will be received with a Royal Salute.

1400. In the absence of the Governor-General, the administrator of the government is entitled to receive the same honours as those accorded to the Governor-General.

1401. A guard of honour not exceeding* fifty rank and file with two officers (one carrying the regimental colour) and a band will attend:—

- (i) When a naval officer of flag rank, or an air officer of equivalent rank, commanding-in-chief, lands for the first time at a port or station within his command.
- (ii) When a foreign general, flag or air officer lands at a military station within His Majesty's dominions to visit the civil governor or officer in command.
- (iii) If deemed expedient to receive distinguished personages other than those mentioned in para. 1393, or on occasions not specified in para. 1377.

Guards and Sentries

1402. Guards, including guards of honour, mounted over the persons of Their Majesties the King, the Queen or Queen Mary will pay no compliments except to Their Majesties. Guards, including guards of honour, mounted over the person of a member of the Royal Family will pay no compliments except to Their Majesties or members of the Royal Family. Guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms (rifle regiments with ordered arms).

1403. (a) At all times between reveille and retreat guards will turn out and pay the compliments specified in para. 1377 to general officers and district officers commanding in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers and district officers commanding in uniform.

(b) Regimental guards will turn out, and present arms, once a day to their commanding officers, of whatever militia rank.

1404. An officer under the rank of a general officer other than a district officer commanding is not entitled to the compliment of the bugle sounding the salute or the drum beating a ruffle, when guards "present arms" to him. An officer who is not in uniform is not entitled to the compliment of a guard turning out, except members of the Royal Family, and governors or lieutenant-governors within the precincts of their governments. Colonels commanding, other than a district officer commanding within his own district, will not be entitled to the compliment of the guard turning out, except in the case of those guards found by troops under their command, and mounted under their immediate order or under the orders of their unit commanders.

1405. When a general officer in uniform, or a person entitled to a salute, passes in rear of a guard, the commander will cause his guard to fall in and stand with sloped arms (rifle regiments with ordered arms) facing the front, but no drum will beat or bugle sound. When such officers pass guards while in act of relieving, both guards will salute as they stand receiving the word of command from the senior commander.

* Where local circumstances preclude the provision of a guard of honour of this strength, the number may be reduced, but any diminution in numbers will not affect the honours to which the personage is entitled under para. 1377.

1406. Guards will turn out at all times when armed parties* of any branch of the service approach their posts; to armed corps* they will present arms, and before other armed parties they will stand with sloped arms (rifle regiments with ordered arms). They will not pay compliments between the sounding of "Retreat" and "Reveille," except to grand rounds. They will not turn out to unarmed parties. A mounted party armed will draw and carry swords to all guards turning out to it.

1407. Honours will be paid by sentries as follows:—

Post of sentry	Present arms	Salute†
Royal residence or furnished from a Royal guard.	Members of the Royal Family Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residence of a viceroy, governor-general, governor, high commissioner, lieutenant-governor, officer administering the government, or any diplomatic or consular representative of British nationality referred to in para. 1428.	The personages mentioned in column (1). Armed corps.	Officers of all ranks (in uniform). Unarmed parties.
Residence of a general officer or district officer commanding.	General officers or D.O.'s.C. Armed parties.	Officers, except D.O.'s.C., below the rank of general officer. Unarmed parties.
Other posts.....	General and field officers. Armed parties.	Officers below field rank. Unarmed parties.

1408. All guards and sentries will pay the same compliments to commissioned officers of the Royal Canadian Navy and Royal Canadian Air Force—when in uniform—as are directed to be paid to military officers.

Flags to be Flown and Flag Stations

1409. (a) The Royal Standard being the personal flag of the Sovereign will be hoisted on official buildings, forts and enclosures, or on parade, only when His Majesty The King is personally present in the building, fort, enclosure or on parade except when a parade is held in honour of the birthday of the Sovereign. On such occasions the Royal Standard, if available, will be flown as prescribed by the training manuals. The Union Jack will be flown for any member of the Royal Family not entitled to a personal standard or to the use of a standard.

(b) In the absence of the Sovereign, when the Queen, Queen Mary, the Duke of Gloucester, the Duke of Kent, the Princess Royal, the Duke of Connaught or Prince Arthur of Connaught are present in such building, etc., their personal standards will be hoisted.

(c) On the death of a member of the British Royal Family, a foreign sovereign or the president of a republic, it is customary to take the King's pleasure regarding the half-masting of flags. On such occasions, district officers commanding will await instructions from National Defence Headquarters regarding the half-masting of flags.

(d) On the death of any of the personages mentioned in para. 1377 **(a), (b) and (d),** district officers commanding will await instructions from

* By the expression "armed party" is meant a party armed with swords or rifles and mounted or dismounted in the case of mounted units.

By the expression "armed corps" is meant an armed party of a certain strength, namely, a regiment of cavalry, a battery of horse, field, heavy or mountain artillery with its guns, garrison artillery of not less than two companies, engineers of not less than four companies, a battalion of infantry with or without colours, Royal Canadian Army Service Corps or Royal Canadian Ordnance Corps of not less than four companies.

† The British Resident, Zanzibar, ranks as governor for that purpose.

‡ The salute will be that prescribed for sentries in "Infantry Training".

Army Headquarters as to whether flags at flag stations are to be flown at half-mast, and if so for what period. If no instructions are issued, flags will not be flown at half-mast.

1410. The Governor-General's flag, being the personal standard of His Excellency the Governor-General, will be flown day and night on any residence occupied by His Excellency the Governor-General.

1411. The Governor-General's flag will be hoisted at the masthead on public buildings, forts, in enclosures, or on parade grounds, and will be flown in marine craft and ships, only when His Excellency is personally present in the buildings, forts, enclosures, or on parade, or in the marine craft or ships, and will be lowered at the moment of departure.

1412. (a) The Union Jack will be flown daily from sunrise to sunset on selected forts, armouries, drill halls and other buildings as designated from time to time in Canadian Army Orders.

(b) The Canadian Red Ensign may be flown, within or without Canada, when, at the discretion of the officer commanding a command, or Army Headquarters, the place or occasion makes it desirable to fly a distinctive Canadian flag.

1413. (a) Wherever two flags of the same description are issued, the smaller is for use in bad weather.

(b) When flags are ordered to be half-masted, they will be hoisted close up when first hoisted and immediately lowered to half-mast, i.e., the centre of the flag in line with a point midway between the top of the mast and ground or roof level, as applicable. When lowering flags from half-mast, they will first be hoisted close up and then lowered in the usual manner.

Flags in Vessels and Boats *

1414. (a) The Union Jack, being the distinguishing flag of an admiral of the fleet, will not be flown on military boats and vessels.

(b) A special Union Jack bearing in its centre, as a distinguishing mark, the Royal cypher surrounded by a garland on a blue shield and surmounted by a crown, is authorized to be flown by generals commanding stations when embarked in boats or vessels.

(c) When a general commanding embarks in one of His Majesty's ships for the purpose of proceeding on any military duty, this flag may, with the approval of the senior naval officer, be hoisted at the fore of such vessel, and be kept flying within the limits of the military command.

1415. (a) The British blue ensign, with the arms or badge of Canada, emblazoned thereon on the fly (as authorized by Order in Council P.C. 843 of the 26th April, 1922), together with the pennant, will be flown by all armed vessels in the employ of the Government of Canada.

(b) The ensign as described in preceding sub-paragraph, but without the pennant, will be flown by unarmed vessels which belong to, or are in the service of, the Government of Canada.

1416. The Union Jack with the approved arms or badge of Canada, emblazoned in the centre thereof, surrounded by a green garland, shall be used by lieutenant-governors, or officers administering the Government of Canada or the provinces, when embarked in Department of National Defence boats or other vessels.

1417. Department of National Defence vessels and boats are authorized to carry the blue ensign with the following devices:—

- (i) General Service (Royal Canadian Army Service Corps); "crossed swords."
- (ii) Royal Canadian Engineers; the letters "R.C.E."
- (iii) Royal Canadian Artillery and Ordnance Services (i.e., boats manned by crews of the Royal Canadian Artillery or Royal Canadian Ordnance Corps); "ordnance arms."

* Pattern flags have been prepared and sealed.
Amdt. (No. 105) 25 Aug. 1947.

1418. The following is reprinted from Article 115 of the "King's Regulations and Admiralty Instructions, 1936":—

"In combined operations with either or both of the other Services, should the General and/or Air Officers Commanding the Military and/or Air forces be embarked in a ship of war or transport, the distinguishing flag or flags authorized by Article 112 may be hoisted at the fore of such ship or transport to denote the presence of the headquarters."

Flags on Motor Cars and for Mounted Orderlies

1419. The under-mentioned flags are authorized to be flown on motor cars or carried by mounted orderlies when the officer concerned is in uniform upon ceremonial occasions or when on duty at or attending manoeuvres:—

Chief of the General Staff.....	Flag, union, with green maple leaf.
Adjutant-General, Quarter-Master-General, Master-General of the Ordnance	Flag, distinguishing, half red, half blue.
Officers commanding commands or divisional commanders.....	Flags, distinguishing, division, (red, swallow tail).

Salutes in Boats

1420. The following are the rules for saluting to be observed in military boats:—

(a) When an officer is in the boat:—

Rank of Officer in boat	When passing	Under oars	Meeting at landing place or alongside ship
Field Officers.....	Flag or general officer, or officer commanding a command or air force officer of Air rank.	"Lay on Oars", Officer salutes.	Crew "Eyes Front", Officer and coxswain salute.
Field Officers.....	Other naval, military and air force officers, if senior.	Officer salutes.....	Officer salutes.
Officers below rank of Field Officer.	Field or general officer, or officer commanding a command or air force officer of Air rank.	"Toss Oars", Officer salutes.	Crew "Eyes Front", Officer and coxswain salute.
Officers below rank of Field Officer.	Commodore, Brigadier, Captain, Colonel, Lieutenant-Colonel, Air Commodore, Group Captain, Wing Commander.	"Lay on Oars", Officer salutes.	Crew "Eyes Front", Officer and coxswain salute.
Officers below rank of Field Officer.	Other officers of the other services whom they know to be senior.	Officer salutes.	Officer salutes.

(b) When no officer is in the boat:—

When passing	Under oars	Meeting at landing place or alongside ship
Flag Officer General officer, Brigadier, Commodore force officer of Air rank.	Air "Toss Oars", Coxswain salutes.	Crew "Eyes Front", Coxswain salutes.
All other officers.....	"Lay on Oars", Coxswain salutes.	Crew "Eyes Front", Coxswain salutes.

NOTE.—In boats fitted with crutches oars must never be tossed, but the salute should be given by laying on oars.

(c) In steam and motor boats, engines will be stopped where, in pulling boats, oars would be tossed; engines will be eased where pulling boats would lay on their oars.

(d) Laden boats or those towing or in tow will not toss or lay on their oars.

(e) Coxswains of boats under oars or sails when an officer is in charge will only salute at landing places.

(f) Salutes in boats, under oars or sails, will be made sitting down; in other cases, standing up.

(g) Boats laying off on their oars will salute as above, but the bowmen will salute as well as the coxswain.

(h) Boat keepers will salute standing up in the ordinary manner.

(i) For a Royal Salute, the crew will toss oars and stand up (in double banked boats only).

(j) When a general officer is saluted with guns he will, on the first gun being fired, if in a steam boat, have the engines stopped, or, if in a pulling boat, give the order "lay on oars" and, on the last gun being fired, will turn towards the ship and salute.

Saluting Stations

1421. (a) Royal and other Artillery Salutes are authorized to be fired at the following places on the occasions mentioned in paragraphs 1422, 1423 and 1426:

St. John's
Charlottetown
Halifax
Fredericton
Quebec
Ottawa
Toronto
Winnipeg
Regina
Edmonton
Vancouver
Victoria-Esquimalt

(b) A Royal Salute will be fired annually at Saint John, New Brunswick, on Loyalist Day, 18 May.

(c) Officers commanding commands will be responsible for ensuring that all authorized salutes are fired on appropriate occasions.

(d) When anniversaries or other special occasions are set by Proclamation, Army Headquarters will ascertain the correct date and notify all concerned. Army Headquarters will give authority for the firing of salutes on these occasions.

Artillery Salutes

1422. A Royal Salute, consisting of twenty-one guns, will be fired at the stations laid down in para. 1421 in honour of the following personages on the occasions stated:—

(i) The Sovereign; a member of the Royal Family; a foreign crowned head, or sovereign prince, or his consort; a prince who is a member of a reigning foreign imperial or royal family; the president of a republican state. Salutes will be fired both on arrival and departure.

Amdt (No 110) 3 Nov 47
Amdt (No 144) 22 Aug 49

- (ii) On the passing of a vessel flying flags denoting the presence of the Sovereign (or members of the Royal Family representing him), the Queen, or Queen Mary. The presence of the Sovereign (or his representative) is denoted on board any ship of war by the Royal Standard at the main, the flag of the Lord High Admiral at the fore, and the Union Jack at the mizzen, or on board any vessel with less than three masts by the same flags in the most conspicuous parts; the presence of a member of the Royal Family on board any ship is denoted by a personal standard. No other flag will be saluted in the presence of either the Royal Standard or the Standard of Queen Mary or other member of the Royal Family, except the standard of a foreign reigning imperial or royal family, or of the president of a republican state.

1423. (a) A Royal Salute will be fired at noon on the following anniversaries:—

- The birthday, accession and coronation of the Sovereign.
- The birthday of the consort of the Sovereign.
- Loyalist Day (18th May) at Saint John, N.B.
- Dominion Day.

(b) In the event of a birthday or anniversary upon which a salute is to be fired falling upon a Sunday the salute will be fired on the day following.

1424. (a) The strength of a four-gun battery firing a salute will not exceed:—

- 1 major, or senior officer (where it is required that the officer commanding the battery shall attend at the opening of Parliament, such as at Ottawa).
- 1 officer (in charge of firing battery).
- 1 medical officer.
- 1 battery sergeant-major.
- 4 sergeants.
- 4 bombardiers.
- 16 gunners.

(b) Where it is necessary to move the guns a considerable distance, the district officer commanding may at his discretion authorize the following personnel, horses or equipment, in addition to the above strength:—

- (i) 1 gunner.
- 12 gunners (driving).
- 8 riding horses.
- 24 draught horses, or

(ii) Mechanical transport, if no greater expense than in (i) is incurred.

1425. Upon the occasion of the celebration of the birthday of the Sovereign or the consort of a sovereign of a foreign nation, or of other important national festivals and ceremonies by any ships of war of such nation, a salute not exceeding twenty-one guns may be fired in conjunction with any of His Majesty's ships that may be present on official intimation of the intended celebration being received by the officer commanding the troops at the station.

1426. (a) Salutes to foreign royal personages and other foreign authorities and flags are only authorized in the case of a government formally recognized by His Majesty.

(b) Salutes, other than Royal, will be fired at the appropriate stations specified in para. 1421 in honour of the following personages and on the occasions stated:—

- (i) At the opening and prorogation of the Dominion Parliament—19 guns.
- (ii) On the assembling and closing of a provincial legislature—15 guns.
- (iii) The Governor General of the Dominion of Canada—19 guns.
 - (a) On first landing in the Dominion.
 - (b) On reading of the Royal Commission and taking oath of office.
 - (c) On returning from leave of absence exceeding three months.
 - (d) When officially visiting the stations mentioned in para. 1421, but not oftener at any one place, than once in twelve months.
 - (e) On finally quitting the Dominion on expiration of term of office.

- (iv) Ambassadors extraordinary and plenipotentiary—19 guns on arrival and departure.
- (v) The Lords Commissioners for executing the office of Lord High Admiral—19 guns on arrival, and on departure such salute as may be directed.
- (vi) The First Lord Commissioner of the Admiralty—17 guns on arrival and departure when visiting a station officially.
- (vii) The Defence Council, when travelling in a corporate capacity—19 guns on arrival and departure (unless orders are received to the contrary). Two members of the Council and a secretary to form a quorum.
- (viii) The Minister of National Defence—17 guns, on arrival and departure, when visiting a station officially.
- (ix) Admirals of the Fleet, 19 guns; admirals, 17 guns; vice-admirals, 15 guns; rear-admirals, 13 guns; commodore (no senior captain being present), 11 guns; on landing for the first time in actual employment. These salutes will not be repeated oftener than once in twelve months, unless the officer shall have received an advance of rank.
- (x) Lieutenant-Governors of Canadian provinces on occasions of an official nature within the sphere of their jurisdiction—15 guns.

1427. Salutes in honour of officers other than those mentioned in para. 1426 will not be fired by forts except at their funerals, when the number of guns will be as given in para. 1440.

1428. Salutes consisting of the number of guns stated will also be fired at the funerals of the following personages, whether of British or foreign nationality, when within the dominions of the state to which they are accredited or when within the port to which they belong. The conditions laid down in para. 1445 will apply:—

Ambassadors, 19 guns; envoys extraordinary and ministers plenipotentiary and others accredited to sovereigns (except such as are accredited in the specific character of Minister Resident), 17 guns; ministers resident and diplomatic authorities below the rank of envoy extraordinary and minister plenipotentiary and above that of charge d'affaires, 15 guns; charges d'affaires, or subordinate diplomatic agents left in charge of missions, 13 guns; British consuls-general, 13 guns; foreign consuls-general, 11 guns; consuls, 7 guns.

1429. (a) Naval, military and air force officers temporarily acting in any higher command are entitled, during their temporary tenure, to all the honours or salutes that may appertain to that office, provided that no officer under the rank of major-general, commodore or air vice-marshal will be saluted in virtue of his naval, military or air force rank in any part of the world.

(b) Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, will be saluted under that rank, which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

1430. An inferior naval or air force authority will not be saluted in the presence of a superior naval or air force authority of the same nationality. Similarly an inferior military authority will not be saluted in the presence of a superior military authority. Personal as well as other salutes are included in both cases.

1431. A foreigner of high distinction, or a foreign general, flag or air officer when visiting the governor or the military officer in command (see para. 1401) may, on landing, be saluted with the number of guns which, from his rank, he is entitled to receive from a ship of war of his own nation, or with such number, not exceeding nineteen, as may be deemed proper; but such salute will not in any case exceed the number of guns given to officers of corresponding rank in His Majesty's naval, military, or air forces.

1432. (a) All salutes from ships of war of other nations to the British nation will be returned gun for gun, but His Majesty's ships and His Majesty's forts will not exchange salutes in any part of His Majesty's dominions.

(b) Victoria, Quebec, Halifax and St. John's are the only ports at which salutes with ships of war are authorized to be exchanged.

1433. The captain of a foreign ship of war or the senior officer of more than one of such ships of war, on anchoring at one of the ports mentioned in para. 1432 salutes the British flag with 21 guns, which salute will be returned as in the foregoing paragraph. The salute is fired upon each occasion that a foreign ship of war visits one of the above ports, except in the case of such ship of war leaving port temporarily, when, by agreement with the local authorities, the salute on her return may be dispensed with.

1434. The Governor-General may direct such salutes to be fired at religious ceremonies as may have been customary, and which he may deem right and proper to continue to sanction; and further, to cause the usual salutes to be fired at the opening and closing of the House of Parliament or Assembly. Such salutes will, in no case, exceed nineteen guns.

1435. Salutes other than those authorized by regulations are not allowed, except such as may be necessary for the fulfilment of any treaty obligation; provided that, upon any important occurrence (e.g., a great victory gained by His Majesty's Arms), the Governor-General may direct such salutes to be fired as the occasion may seem to him to require.

1436. As a rule, salutes will not be fired before eight o'clock in the morning nor after retreat, nor during the usual hours for divine service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases, the course to be pursued will be determined locally.

Military Funerals

1437. (a) A military funeral will be accorded in the manner laid down in Chapter XVI, Manual of Ceremonial 1935, to an officer or soldier buried within the district occupied by the troops with which he is serving at the time of his death, provided that troops are stationed within reasonable distance of the burial ground. If any expense is likely to be occasioned by the use of a gun carriage or the attendance of soldiers, special authority will be obtained from Army Headquarters.

(b) In the event of an application being made, and subject to the discretion of the officer commanding the command, military honours may be accorded to naval and air force personnel who have died whilst serving, provided that there is no expense to the public other than the cost of the blank ammunition fired, and that troops are stationed within a reasonable distance of the burial ground.

(c) Firing parties will not be detailed for funerals other than those enumerated in this paragraph.

1438. An officer will not be interred with military honours unless he is, at the time of his decease, in the exercise of some military command or office. Honours will not be paid officially at the funerals of other officers, or of discharged soldiers of any rank, except, that if circumstances permit and no expense to the public is involved, facilities may be afforded for such honours to be paid.

1439. Gun carriages may be supplied for military funerals, at all places where field batteries are available, upon application to the officer commanding the command.

Amdt (No 144) 22 Aug 49

1440. Military funerals will be saluted by forts or field guns and attended (subject to the provisions of paras. 1437 to 1439) in accordance with the following table:—

Rank or corresponding rank	Salute of guns	Rounds of small arms	*Escort
Field-Marshal.....	19	6 battalions and 8 squadrons.
General.....	17	4 battalions and 6 squadrons.
Lieutenant-General.....	15	3 battalions and 4 squadrons.
Major-General.....	13	2 battalions and 3 squadrons.
Brigadier.....	11	1 battalion and 2 squadrons.
Colonel.....			1 battalion.
Lieutenant-Colonel Commanding (exercising a command appropriate to that rank), i.e., regiment of cavalry, brigade of artillery, battalion of infantry, tank corps, etc.			His own battalion or detachments equivalent thereto.
Lieutenant-Colonel (other than above).		3 rounds in each case.	300 rank and file.
Major.....			200 rank and file.
Captain.....			His own company or 100 men.
Lieutenant, or Second Lieutenant.			2 platoons
Warrant Officer.....			1 platoon
All other grades.....			2 sections

*This escort must not be confused with the firing party laid down in Chapter XVI, Manual of Ceremonial, 1935.

1441. (a) At the funeral of a general officer, flag officer, air officer, brigadier, commodore, or air commodore, dying on service, minute guns will be fired while the body is being borne to the burial ground, but these minute guns will not exceed the number laid down in para. 1440. When any such officer who has died when afloat is to be buried on shore, minute guns will be fired from the ship, if a ship of war, while the body is being conveyed to the shore. Where the means exist, minute guns will be fired from the shore while the procession is moving from the landing place to the burial ground. The total number of minute guns so fired must not exceed twice the number laid down in para. 1440.

(b) The salute of guns laid down in para. 1440 or, in the case of a flag officer, or commodore, or air officer, or air commodore, a salute of the number of guns to which the deceased was entitled when living will be fired after the body is deposited in the grave.

1442. The pall will be supported by officers of the same rank as that held by the deceased, and, if a sufficient number of that rank cannot be obtained, by such other officers as the military authorities concerned may desire to invite.

1443. In addition to the firing party as laid down in Chapter XVI, Manual of Ceremonial, 1935, and escort under para. 1440, the funeral of an officer will be attended by the officers, that of a warrant officer by the warrant officers, that of a sergeant by the sergeants, and that of a corporal by the corporals, of the corps to which the deceased belonged or was attached. The funeral of a warrant officer, non-commissioned officer or private will be attended by the company, etc. (officers included), to which he belonged or was attached.

1444. When the procedure laid down in Chapter XVI, Manual of Ceremonial, 1935, is applied to the use of the Canadian Militia the references to paragraphs in K.R. (Army) contained therein will be construed as indicating the corresponding paragraphs of these regulations and the references in clauses (vii) and (viii) of para. 4 of the said Chapter XVI, shall be construed as indicating the Governor-General and the Lieutenant-Governor of the province concerned, respectively.

Minute Guns at Civil Funerals

1445. At the funeral of a civil functionary the same number of guns will be fired as minute guns, while the procession is going to the burial ground, as the deceased was entitled to as salutes when living. A civil functionary not entitled to salutes of cannon when living will not have guns fired at his funeral.

Salute to Remains of Distinguished Foreigners, etc.

1446. Should a vessel carrying the remains of a foreigner of high distinction, foreign general, flag or air officer, arrive during saluting hours at any authorized saluting station, the same number of minute guns will be fired on its arrival as the deceased was entitled to, under para. 1426, 1431 and 1440 when living.

1447-1449. Spare.

SECTION XIV.—OFFICE WORK, CORRESPONDENCE, DOCUMENTS, RETURNS, BOOKS AND RECORDS

1.—OFFICE WORK AND CORRESPONDENCE

General Instructions

1450. An officer will only in exceptional circumstances refer to superior authority matters which he has power to decide himself. Senior officers will impress upon officers the desirability of dealing promptly with correspondence, and will suppress any tendency to unnecessary correspondence.

1451. An officer is responsible for the correctness of documents submitted by him. In transmitting correspondence to higher authority, he will record his opinion or recommendation thereon, adding such observations, based on local knowledge, as may enable a final decision to be arrived at.

1452. Correspondence will usually be dealt with as indicated below:—

- (i) Important matters, requiring the individual opinion of every officer comprised in the chain of command, will be passed through the hands of all such officers to district officers commanding, and, if necessary, to National Defence Headquarters.
- (ii) Other matters, which do not require the individual opinion of each officer in the chain of command, may be transmitted direct to the authority who has power to dispose of the case, copies of precis of the correspondence being sent to any officer in the chain of command whom it is considered desirable to keep informed on the subject, but through whose office the correspondence has not actually passed.
- (iii) Routine matters on which it is not necessary for the intermediate officers to be informed, and regarding which direct communication is authorized, will be so dealt with.

- (iv) Heads of branches and officers of services in a district may correspond with the head of their branch or service at National Defence Headquarters as indicated in Appendix II, but when advantage is taken of this direct channel of communication the provisions of para. 111 will be strictly observed.
- (v) On matters pertaining to the records of war services of officers and soldiers in the Canadian Forces an officer i/c records will correspond direct with the officer i/c records at Army Headquarters.
- (vi) When correspondence passes from one category to another, the officer dealing with the papers when the change occurs will be responsible that they are passed through the proper channel.

1453. (a) The rules as to the general method of conducting correspondence are laid down in the publications "Procedure in regard to the Conduct of Correspondence" (Military districts) and "Instructions relating to the Routine of Correspondence in the Department of National Defence" and will be strictly adhered to.

(b) Secret, confidential, security, and registered letters received by formations, units and detachments will be opened by an officer. Other official letters will, as a rule, be opened by an officer, but may be opened by a warrant officer or senior non-commissioned officer if so authorized by the commander concerned.

1454. (a) Official letters will be written on foolscap or quarto paper with quarter margin. Memoranda may be written on half foolscap size. Both letters and memoranda will be headed thus:—

(Office Number)

Station.....Date.....

To,—

(Marginal note indicating subject matter.)

(b) Each subject will be dealt with in a separate letter and the nature thereof will be indicated by a marginal note opposite the first paragraph as indicated above. Paragraphs will be numbered, and enclosures enumerated in the margin or in a separate schedule. Unnecessary enclosures will be avoided and blank leaves removed.

(c) The rank and unit or appointment of the officer who signs the letter will be shown after his signature. When a subordinate signs correspondence for his superior, the rank of the subordinate will be shown after his signature, as well as the rank and unit or appointment of the officer for whom he is signing. All signatures will be in manuscript; facsimiles or stamped signatures will not be used.

1455. (a) Communications and memoranda passing between branches and officers at Army Headquarters will be in minute form and where such correspondence arises out of an original letter or memorandum the original will be numbered 1 and the following minutes will be numbered consecutively. Attached documents and enclosures will follow the correspondence in the order in which reference is made to them, and each will be distinguished by the number of the minute with the addition of A, B, C, etc., to denote the first, second, third, etc., enclosure. A similar procedure will be followed at each district headquarters.

(b) Communications addressed to individuals or parties outside the Department, and other Government departments, will be framed in the form customary in civil life and replies will not be sent in minute form.

1456. Correspondence, returns, etc., for Army Headquarters will be addressed to the Secretary, Department of National Defence, Ottawa. Local correspondence will not ordinarily be forwarded; if the matter cannot be clearly elucidated in the letter a precis of the local correspondence.

Amdt. (No. 6) 1st Aug., 1939.

bringing out the salient points, will usually suffice. Replies to Army Headquarters' letters will bear in addition any further address indicated in those letters, and must quote the Army Headquarters' registered number. All envelopes containing periodical returns will be inscribed "Returns" in the left-hand upper corner.

1457. When documents (other than periodical returns or statements), plans or other articles are forwarded to Army Headquarters in a separate parcel, they will be accompanied by a memorandum identifying them with the letter to which they refer.

1458. Official communications to Army Headquarters will be transmitted through the district officer commanding except as provided in para. 1452. Envelopes enclosing letters for the district officer commanding and for brigade commanders, and their staffs, and for officers (i/c records) will be addressed as follows:—

Headquarters... ..Military District... ..(Station)
 Headquarters... ..th Brigade... ..(Station)
 (Arm or Service)... ..Record Office... ..(Station)

1459. The head of the branch concerned at Army Headquarters, a district officer commanding or a brigade commander, will himself sign memoranda or communications intended for superior authority which initiate questions of principle or are important in their character. When such officer is absent, letters of an urgent character may be signed by an officer of his staff for him.

1460. In direct correspondence between district officers commanding, between commanding officers, and between heads of branches or departments, letters will be signed by these superior officers themselves. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer will be addressed. The general rule is that official correspondence will be conducted between equals in rank, and that any officer of junior rank corresponding with an officer of senior rank will do so through the staff officer of the latter.

1461. (a) (i) Demands, indents and correspondence connected with food, forage, fuel, fuel oil, gasoline, oils and lubricants, disinfection, sanitary services, disposal services, the payment of accounts for light, power, gas and water, field and separation allowances, travelling expenses and allowances, transport or the issue of allowances in lieu, will be addressed to the District Supply and Transport Officer for settlement, or for submission for the orders of higher authority.

(ii) Demands, indents and correspondence connected with the acquisition, custody, disposal, allocation, sanitary conditions, and the equipment of buildings in which troops are quartered, and all contracts and agreements and variations thereto connected with the delivery of water and electrical power and light, including electric power lines, will be addressed to the District Engineer Officer for settlement, or for submission for the orders of higher authority.

(b) Demands, indents, and correspondence relating to equipment, clothing, furniture and military stores, the correspondence relating to which is not otherwise regulated, will be addressed to the district ordnance officer.

(c) Representations respecting allowances connected with the foregoing services will be forwarded to the district officer commanding.

Amtd. (No. 88) 30th Oct., 1946.

1462. An application from a regimental officer will be submitted to the commanding officer through the adjutant. An application from a non-commissioned officer or man will be made to his company, etc., commander, who, if necessary, will lay it before the commanding officer of the unit.

1463. Copies of all Army Headquarters circular letters in force will be kept on a file. The contents will be communicated to all units concerned.

1464. Letters not on public service will not be enclosed under official covers.

1465. Spare.

Documents and Correspondence Comprised in Most Secret, Secret, Confidential and Restricted Categories

1466. (a) Documents are classified under three heads, as follows:—

- (i) *Publications*: Which includes books, codes, ciphers, pamphlets, proceedings, records, reports, maps, charts, plans, diagrams, photographs and films, whether processed or unprocessed.
- (ii) *Correspondence*: Which includes letters and explanatory attachments to letters. Maps, charts, plans, diagrams, photographs or films, when used solely as explanatory attachments to letters, are classed as correspondence.
- (iii) *Registered Documents*: Such books, etc., mentioned in (i) and (ii) above that are allotted a Code Reference Number and Copy Number.

(b) (i) Documents which require special protection will come under one of the following four categories: "Most Secret", "Secret", "Confidential", "Restricted".

(ii) The "Most Secret" category normally will be restricted to the following subjects:—

- (1) War plans and future operations which are in the planning stage.
- (2) Comprehensive statements regarding rates of production of major munitions and weapons of war, discussions of new types of weapons or forecasts of manpower, etc.
- (3) Secret intelligence.
- (4) Technical secrets connected with new weapons of warfare.
- (5) Other matters such as codes, code words, ciphers, etc., which originators consider should be included in this category.
- (6) Particulars of troop movements, impending or actual to overseas destinations, dispositions of troops; shipping details in regard to movements overseas.

(7) Political papers dealing with negotiations between Governments in regard to future policy and plans for the prosecution of the war.

(iii) The "Secret" category will be used for those documents which, although not warranting the exceptional precautions applied in dealing with Most Secret documents, are of such a nature that for reasons of national security they must only be disclosed to persons whose duties make it essential that they should have knowledge of them.

(iv) The "Confidential" category will be used for those documents, which, for purposes of study and training must be circulated and which, at the same time, must be safeguarded. Administrative instructions and matters of a personal or disciplinary nature, on which circulation should be restricted for administrative reasons, will be classed as Confidential.

(v) A Confidential document issued by the Admiralty or Royal Canadian Navy, marked "Not to be communicated to Officers below the position of C.O. of His Majesty's Ships" is to be treated as "Secret" if issued to officers of the Army and must be so endorsed on receipt.

(vi) Confidential documents issued by the Air Ministry or Royal Canadian Air Force having code reference numbers "C.D." or "C.D.(C)" when issued to Army formations will be treated as "Secret" documents.

Amdt. (No. 48) 14th Jan. 1944.

(vii) The "Restricted" category will be used for documents containing information of general interest within the Service which, as a matter of general principle, should not be given to the public. Information in this category will not be communicated to anyone except for official purposes. The categories "For Official Use Only" and "Not to be Published" will not be used.

1467. (a) Distributing Authorities comprise G.O's C-in-C. of Commands, District Officers Commanding, G.O's C., Commanders and Officers Commanding the military establishments and units administered direct, to whom Most Secret, Secret, Confidential and Restricted documents are sent by National Defence Headquarters.

(b) The officers held by the Chief of the General Staff to be in immediate charge of the custody and distribution of Most Secret, Secret, Confidential and Restricted Registered Documents at National Defence Headquarters will also be termed distributing authorities.

(c) Distributing Authorities will be responsible for:—

- (i) The safe custody of all Most Secret, Secret, Confidential and Restricted Registered Documents while in their care;
- (ii) the distribution of such documents to persons authorized, by competent authority, to receive or to have access to the same;
- (iii) the keeping of a record of the receipt, distribution and destruction of all such documents in the manner described in para. 1469 (a);
- (iv) the strict observance of any special orders and instructions with respect to such documents and that, where necessary, such orders and instructions are brought to the notice of persons issued with or authorized to have access to the said documents;
- (v) the observance by such officers or formations, etc., to whom they may issue registered documents of the provisions of sub-paras. (i), (ii), (iii) and (iv) above.

(d) Distributing Authorities may detail officers who, under their supervision, will be responsible that the instructions in sub-para. (c) are complied with.

(e) The provisions of sub-para. (c) above apply to Branches, Directorates and officers at National Defence Headquarters who receive registered documents in the protected categories.

1468. (a) Most Secret, Secret or Confidential documents for transmission beyond the close vicinity of the office in which they are held or by post, will be enclosed in two sealed envelopes or wrappers of which the inner cover only will be marked to suit the category of the contents. The inner cover of Most Secret documents will also bear the marking "To be opened only by" (the holder of an appointment or the individual named). In the case of Most Secret and Secret documents the inner cover will be wax sealed. The outer cover will be superscribed with the address only.

(b) Most Secret, Secret or Confidential documents for transmission by hand within the Headquarters of Military Establishments (within the building or to nearby buildings) by recognized orderly, will be in one

Amdt. (No. 22) 1st Jan., 1941.
Amdt. (No. 48) 14th Jan., 1944.

envelope or wrapper with the category of the contents clearly marked. Envelopes or packets containing Most Secret documents will also bear the marking "To be opened only by" (the holder of an appointment or the individual named).

(c) In the absence of instructions indicating any other method of transmission, all Most Secret and Secret documents, including ciphers, codes and confidential signal books, will be sent by registered post. They will never be sent by ordinary post. Cipher and code documents and Confidential signal books when forwarded by registered post will be prepared so that code and key are in separate and distinct packets.

(d) Transmission of Most Secret, Secret or Confidential documents to or between points in Canada, Newfoundland, other British possessions in the Western Hemisphere, the United Kingdom or the United States of America, will be by post or diplomatic bag. The transmission of Most Secret, Secret or Confidential documents to foreign countries, other than the United States of America, will be by diplomatic bag. The transmission of documents in the categories mentioned above by hand will only be permitted when such method is absolutely essential. Documents will not be taken by hand when there is any likelihood of their being subject to examination en route.

(e) All envelopes or packets marked "Most Secret" will be opened only by the officer or official to whom they are addressed (normally the holder of an appointment will be mentioned and not an individual officer or official) but in his absence may be opened by the officer or official acting for him. Envelopes or packets marked "Secret" or "Confidential" may be opened by a Superintending or Chief Clerk.

(f) Receipt of all documents in the "Most Secret" category will be acknowledged. All Ciphers, Codes, Code Key words and Signal publications will be acknowledged immediately by telegraph, cable or radio. Receipt will not be acknowledged of documents in the Secret, Confidential or Restricted categories unless it is considered by the originator to be necessary in order to establish their safe arrival to addressee.

Letters or forms acknowledging receipt of documents in protected categories may be transmitted by ordinary mail provided that the document acknowledged is referred to by code reference or other number only.

1469. (a) All Most Secret, Secret, Confidential and Restricted Registered documents held or received for retransmission will be taken on charge in a register. M.F.B. 1439, Binder and Forms, will be used for this purpose. Other protected documents will be registered when the originator or distributing authority requests such action. A receipt will invariably be obtained for all such documents issued for retention or on loan; each issue being accompanied by an issue voucher in duplicate. The original of the issue voucher, if found correct, will be retained by the receiving officer and used as a supporting voucher to the register entry and the duplicate copy will be signed by him and returned immediately to the distributing authority or other officer who made the issue. When explanatory notes, beyond minor remarks, on the issue are required a letter and receipt form will be used in place of the duplicate issue voucher.

(b) When a receipt for Most Secret, Secret, Confidential or Restricted documents, when required, is not received within a reasonable period, steps will be taken by the sender to ascertain whether or not the document has been received.

Amtd. (No. 48) 14th Jan., 1944.

1470. (a) The officer to whom a Most Secret, Secret, Confidential or Restricted document is entrusted will be personally responsible for its safe custody. He will ensure that its contents are disclosed only to those who, in his discretion, are required by the nature of their duties to be aware of it. He will not study it in the presence of persons not entitled to see it and will not leave it exposed during his absence.

(b) Most Secret and Secret documents of far reaching importance, such as cipher books, signal publications, war plans and future operations when in planning stage, comprehensive statements on rates of production of munitions, etc., and new weapons and forecasts of manpower, troop movements overseas or to Coastal Commands whether impending or actual, strategic appreciations and secret intelligence papers, will, so far as possible, be kept in steel safes or vaults. If sufficient safes are not available, steel cupboards or boxes may be used. Such cupboards or boxes will not be left unprotected and their keys will be kept by an officer or equivalent official. Secret and Confidential documents not in the classes mentioned above may be kept by the Superintending or Chief Clerk, provided they are in a container which can be locked.

(c) Most Secret documents and Secret and Confidential documents under para. 1466 (a) (iii) will NOT be copied except by permission of the initiating authority. In the case of such documents which originated with governments other than of United Kingdom, permission to copy will be sought of the issuing office at National Defence Headquarters.

(d) Most Secret, Secret or Confidential Registered documents will not be placed on central registry or unit files.

(e) The publication of Most Secret, Secret, Confidential or Restricted documents or information, or their use in personal controversy, or for any private purpose, without due sanction from superior military authority will be treated as a breach of official trust under the conditions of the Criminal Code of Canada.

(f) Documents classed as Most Secret, Secret, Confidential or Restricted will not be referred to in any document which is not itself marked "Most Secret", "Secret", "Confidential" or "Restricted", to suit the class required.

(g) No Most Secret, Secret or Confidential Registered document will be taken or sent outside the jurisdiction of the distributing authority concerned without that officer's permission. In the case of a Unit Training Centre or other military establishment not administered direct from National Defence Headquarters moving as a unit from the jurisdiction of one distributing authority to that of another, a list of all documents on register charge will be prepared in triplicate. Two copies of the list will be given to the distributing authority of the area being vacated, who will then transmit one copy to N.D.H.Q. On arrival in the new area the third copy of the list will be forwarded to the distributing authority of that area for record purposes.

1471. Most Secret, Secret or Confidential documents, other than ciphers and codes, may be loaned by distributing authorities or holders within the discretionary powers referred to in para. 1467 (c). Such loans will be made only for definite periods of not more than three months but may be renewed from time to time, as may be necessary. Before the loan is made the officer responsible for making the issue will satisfy himself by due inquiry that the borrower has means for adequately safeguarding the document. A person to whom a document has been

loaned will be held personally responsible for its safe custody until it has been returned. An officer or soldier will not take away from the unit in which he is serving, any copy or copies of a Most Secret, Secret or Confidential document which may have been issued for the service of the unit and which he may have in his possession on temporary issue.

1472. To reduce the risk of loss and to bring any deficiency quickly to light, all Most Secret, Secret and Confidential documents on register charge will be checked on the 1st February, 1st May, 1st August and 1st November by their holders to verify that all such documents are still in possession and all amendments have been incorporated. On completion of the check a certificate will be rendered to the Chief of the General Staff, AHQ, through the distributing authority concerned that the publications have been checked, are in safe keeping, and that all amendments have been incorporated.

1473. Annually on the 1st of November a list of all Most Secret and Secret documents (except ciphers and codes) on register charge, including those on loan, will be submitted through the indicated channels to the Chief of the General Staff, AHQ. A certificate to the effect that the documents have been duly checked, accounted for and amended will accompany the list.

1474. A record will be made in Most Secret, Secret and Confidential documents of all amendments embodied therein, and where no printed "record sheet" is provided for that purpose the entry will be made in manuscript inside the front cover of the document.

1475. When any deficiency in Most Secret, Secret or Confidential documents is discovered, a detailed written report will immediately be made to the distributing authority concerned, who will notify Army Headquarters, convene a court of inquiry or take such other action as the case may demand.

1476. When copies of Most Secret, Secret or Confidential documents are ordered to be destroyed, they will be destroyed by fire, pulping or shredding, depending on the facilities available, except when specific instructions as to the method to be employed are issued, in the presence of two officers, one of whom will usually be the officer for the time being in immediate charge of such documents. A certificate of destruction, which will always show the authority for destruction, will be prepared. This certificate will be signed by the officers in whose presence the documents were destroyed, and given to the distributing authority concerned. One copy will be transmitted to Army Headquarters.

1477. On the supersession of a distributing authority or other officer responsible for Most Secret, Secret or Confidential documents, a list of documents on register charge will be prepared in duplicate. This list will be verified in the presence of the incoming and outgoing officers and will then be signed by both these officers. The original of the list will be filed at the headquarters of the command, district or unit and the duplicate will be forwarded to the distributing authority concerned for information and retention. The incoming officer will furnish the outgoing officer with a signed certificate to the effect that all documents have been checked against the register and document transit forms, and have been taken over as correct. The outgoing officer will on no account retain a list of documents held by the incoming officer.

1478. (a) Documents marked "Restricted" issued from Army Headquarters for the public service will be preserved and dealt with as public property.

(b) Information contained in a document marked "Restricted" will not be communicated to the press, nor to any person not holding an official position in His Majesty's Service.

(c) Publications marked "Restricted" may be deposited in Officers' Messes and station reference libraries when issued for that purpose.

2.—REPORTS AND RETURNS

Periodical Returns

1479. All commands, areas, formations, units, officers and men of the Canadian Army will compile and submit to AHQ such reports and returns as are required from time to time by the Minister and notified by the Adjutant-General.

Casualties, Other than on Active Service

1480. Should an unusual number of deaths or desertions occur, the commanding officer will transmit, with the monthly return, a report stating the causes thereof, the remedial and precautionary measures taken to check any particular malady, and the measures adopted for the apprehension of deserters and for checking desertion.

1481. (a) On the death of an officer, a written report will be made to Army Headquarters through the proper channel, as follows:—

Status of Deceased	By whom made
General or staff officer or officer doing extra regimental duty	Officer commanding the command under whom deceased was serving. Commanding officer.
Regimental officer.....	

(b) In these reports (which are in addition to entries in returns), the date of decease and particulars thereof will be noted. In the case of officers or soldiers who die whilst serving in the Permanent Force, M.F.B. 2643 (Registration of Graves) will be completed and placed with the records of the deceased.

(c) The death of a warrant officer will be reported in a separate letter to Army Headquarters through the proper channel by his commanding officer.

(d) Immediately after the death of a soldier, his immediate commanding officer will make out a death report in duplicate on M.F.W. 2570. The original will be forwarded to Army Headquarters through the proper channel by the officer commanding the soldier's unit, or the unit to which he was attached. (Vide also para. 1494.)

(e) (i) When a soldier dies as a result of an accident, or of injuries received, a report of the circumstances will be forwarded to Army Headquarters. The report will state whether or not an inquest has been held and, if held, the report will state when, where and by whom it was held and the verdict. If the officer commanding a command is of the

Admt. (No. 48) 14 Jan, 44.

Admt. (No. 121) 12 Apr, 48.

opinion that the circumstances of the case make it advisable that a copy of the proceedings of the inquest should be obtained, he will recommend to Army Headquarters that authority be granted in that regard.

(ii) When no inquest is held, a court of inquiry will be held under para. 640 and the proceedings will be forwarded to Army Headquarters.

(iii) The report and proceedings of such court of inquiry or inquest will afterwards be attached to the deceased soldier's attestation paper.

1481A. (1) When an officer or a soldier is reported missing while serving in Canada the provisions of paragraph 1485A shall apply.

(2) When an officer or soldier is serving elsewhere than in Canada, the provisions of paragraph 1485A shall apply when the Minister so directs in writing.

1482. The following rules deal with the use of telegrams for notifying illness or death, other than on active service; such telegrams will be in addition to the written reports mentioned in para. 1481, and arrangements for their despatch will be made by the authorities responsible for sending these reports:—

- (i) The dangerous illness of an officer, or soldier will be communicated by telegram or cable at the public expense to the next of kin wherever resident.
- (ii) The sudden or accidental death of an officer or soldier will be notified by telegram direct to Army Headquarters.
- (iii) All deaths will be notified by telegram or cable to the next of kin—the telegram or cable will give all necessary particulars in the case of an officer, and in the case of a soldier his regimental number, rank, name, the place, date and cause of death, and the probable time and place of burial will be stated.

1483. In all cases of death, whether a telegram or cable is sent or not, a letter written and signed by an officer will be sent to the next of kin giving, in addition to the particulars mentioned in para. 1482, all information as to duration of illness and any other matters likely to be of interest and directing, when necessary, that application regarding the effects of the deceased should be addressed to the Secretary, Department of National Defence direct. Similarly, a letter giving all available particulars will be sent, under the order of the commanding officer, to the next of kin whenever a report is received from the medical authorities that a patient under treatment is seriously ill, is certified to be of unsound mind, or (if under the age of twenty-one years) is about to be discharged medically unfit.

1484. The military estates of deceased members of the Permanent Active Militia will be administered regimentally, and in accordance with the Regimental Debts Act. (Manual of Military Law.)

1485. A deserter will not be struck off the strength until the declaration of the court of inquiry, held under Section 72 of the Army Act, has been made and recorded. Until this is done, he will be shown in returns as "absent without leave," although he may have been reported as a deserter.

Casualties on Active Service

1485A. (1) When an officer or soldier is reported to be missing in the course of his duties while serving on active service in Canada and cannot satisfactorily be accounted for, a court of inquiry will be assembled by his commanding officer as soon as practicable after the absence is

Amdt. (No. 33) 10 Apr, 42.

Amdt. (No. 65) 1 May, 45.

Amdt. (No. 120) 5 Apr, 48.

reported. Such Court will, in addition to any other terms of reference, be directed to collect all available evidence with regard to such absence and to make a report based on such evidence. The proceedings of the court of inquiry will be considered by the Adjutant-General or by an officer designated by him, and, depending upon the circumstances, acted upon as follows:—

(a) If, from the evidence and report, there appears to be conclusive proof that the missing officer or soldier is dead, a certificate of death may be issued forthwith.

(b) If, from the evidence and report, there does not appear to be conclusive proof that the missing officer or soldier is dead, no further action shall be taken for a period of six months following the date such officer or soldier was reported missing, unless during such period further evidence is received which, in the opinion of the Adjutant-General or other officer designated by him, provides conclusive proof of the death of such officer or soldier, in which case a certificate of death may be issued forthwith.

(c) If, at the expiration of the period of six months following the date such officer or soldier was reported missing, no certificate of death has yet been issued, the Adjutant-General or officer designated by him, will make further inquiries from the next-of-kin and unit of such officer or soldier, and from any other likely sources. If, as the result of such inquiries, no information is received which would indicate that such officer or soldier may be still alive, a certificate of death may be issued forthwith.

(2) All certificates of death will be signed by the Adjutant-General or by an officer specially designated by him for that purpose.

1485B. (1) When an officer or soldier is reported to have been killed in action, died of wounds, or died, while serving on Active Service elsewhere than in Canada, a notification of death may be issued forthwith.

(2) When an officer or soldier is reported to be missing in the course of his duties, while serving on Active Service, elsewhere than in Canada, and cannot be satisfactorily accounted for, an investigation shall be instituted and a report made to Army Headquarters or to Canadian Military Headquarters, Great Britain, in the case of an officer or soldier controlled by or through that Headquarters based upon all available records and information concerning the missing officer or soldier:—

(a) If the report indicates that it is based on evidence from which it appears that there is conclusive proof that the missing officer or soldier is dead, a notification of death may be issued forthwith.

(b) If the report indicates that it is based on evidence from which it appears there is not conclusive proof that the missing officer or soldier is dead, no further action shall be taken, except as provided in sub-paragraph (c) hereof, for a period of six months following the date such officer or soldier was reported missing, unless during such period a further report is made which indicates that it is based on further evidence from which it appears there is conclusive proof of death of such officer or soldier, in which case a notification of death may be issued forthwith.

(c) If, at the expiration of a period of four months following the date such officer or soldier was reported missing, no notification of death has yet been issued, further inquiries will be made from the next-of-kin and unit of such officer or soldier, and from any other likely sources. If, as a result of such inquiries, a report is made to Army Headquarters or to Canadian Military Headquarters, Great Britain, in the case of an officer or soldier

controlled by or through that Headquarters, which indicates that no evidence of material value has been received which would indicate that such officer or soldier is not dead, the death of such officer or soldier may be presumed by the Adjutant-General or by an officer especially designated by him for that purpose and a notification may be issued that the officer or soldier is to be regarded for official purposes as having died on or since the date he was reported missing, provided that no such notification shall be issued until the expiration of a period of six months following the date such officer or soldier was reported missing.

- (d) All notifications of death and notifications of presumption of death issued pursuant to the provisions of this paragraph will be signed by the Adjutant-General or by an officer specially designated by him for that purpose.

Inquiries Regarding Soldiers

1486. (a) The addresses of serving or discharged soldiers will not be furnished unless required in due course of law.

(b) Applications for addresses will be forwarded in the case of serving or discharged soldiers, to the officer i/c records concerned. The officer i/c records will on receipt forward the original application, or a copy thereof, to the man's last known address.

(c) Inquiries regarding a soldier's health will be fully replied to without delay by the responsible officer who will give the best available information.

(d) If the soldier inquired for belongs to another unit, the application will be forwarded without delay to the officer i/c records concerned and the applicant informed accordingly.

(e) Should the soldier inquired for be dead, the date, place and cause of death may be given, but no information regarding his birth, description, regimental number, military history, or next of kin, will, on any account, be supplied to the applicant. In such case, the application will be forwarded to National Defence Headquarters with a covering letter for any further action which may be necessary.

3.—BOOKS

General Instructions

1487. Officers, warrant officers and non-commissioned officers, as designated in Militia Book No. 71 ("Lists of Regulations, Instructions and Training Manuals issuable to the Active Militia"), will be provided with the latest editions of the books mentioned therein. These books will at first be supplied on requisition, at the public expense, and new editions will be issued when published. When an officer, warrant officer or non-commissioned officer ceases to belong to a unit of the militia, he will hand over the books in his possession to his commanding officer, or, in the case of an officer commanding a unit, he will hand them over to his successor.

Militia Books, etc., to be Kept by Record Offices and Units

1488. (a) The books to be kept up by every record office and unit are shown in the following tables. They will be produced at inspections and at such other times as the district officer commanding may direct.

(b) The officer i/c records and the officer commanding the unit will be responsible that the books are properly kept. He will examine them periodically to see that they are correct and written up to date.

Amdt. (No. 65) 1st May, 1945.

TABLE 1(a)—PERMANENT FORCE

Note.—This table is not intended to show the number of copies of each book to be kept by record offices and units, which will depend on the circumstances of the case.

Books	Militia Book or Form	Record Offices—All Arms	Cavalry	R.C.A.		R.C. E.	R.C. Signals			Infantry	R.C.A. S.C.	Station Hospitals, R.C.A. M.C.	Detachments, R.C.A.V.C.	Detachments, R.C.A.P.C.	Detachments, C.M.S.C.	(a) See paras. 1530.	(b) Only in the case of officers convicted by Court-Martial To be kept by O's.C., Regiments and O's. A. Corps.	(c) Not applicable to units using Central Registries at National Defence Headquarters and District Headquarters
				Colonel's and Lieut.-Colonel's Command, R.C.A.	Batteries		Detachments	Canadian Signal Training Centre	Signals Inspection and Test Department									
<i>Regimental Books</i>																		
I. General Orders (file).....		1	1	1	1	1	1	1	1	1	1	1	1	1	1	(a)		
II. Militia Orders (file).....		1	1	1	1	1	1	1	1	1	1	1	1	1	1	(b)		
III. Army Orders.....		1	1	1	1	1	1	1	1	1	1	1	1	1	1			
IV. Regimental or Corps Order Book Part I.	Box file.	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
V. Regimental or Corps Order Book Part II (Box file).	MF D 873.	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
VI. Record of Officers' Services.....	MB 42	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
VII. Historical Records of Regiments (a).	MB 95	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
VIII. Regimental Register of Soldiers' Services and register of marriages, births and deaths.	AB 358.	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
IX. Accessions (portfolio).....		1	1	1	1	1	1	1	1	1	1	1	1	1	1			
X. Regimental Conduct Sheets (Officers) (b).	MF B 263.	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
XI. Regimental Conduct Sheets (Other ranks).	MF B 263.	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
XII. Register of Postage.....		1(c)	1	1	1	1	1	1	1	1	1	1	1	1	1			
XIII. Copies of Returns.....	MB 46	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
XIV. Guard Reports (d).....		1	1	1	1	1	1	1	1	1	1	1	1	1	1			

TABLE 1(a)—PERMANENT ROFCE—Continued

Books	Militia Book or Form	Record Offices—All Arms	Cavalry and Detached Squadrons	R.C.A. Colonel's and Lieut-Colonel's Command, R.C.A.	R.C.A. Batteries	R.C. E. Detachments	R.C. Signals			Infantry and Detached Companies	R.C.A. S.C. Depots and Detachments	R.C.A. M.C. Station Hospitals, Detachments	Detachments, R.C.O.C.	Detachments, R.C.A.V.C.	Detachments, R.C.A.P.C.	Detachments, C.M.S.C.	
							Canadian Signal Training Centre	Signals Inspection and Test Department	Radio Stations								
<i>Regimental Books—Cont.</i>																	(d) Vide para. 1522.
	XV. Register of Correspondence.	MB 35	1	1	1	1	1	1	1	1	1	1	1	1	1	1	(e) Also by units having horse transport.
	XVI. Register of Deserters.	MB 23	1	1	1	1	1	1	1	1	1	1	1	1	1	1	(f) Also by Royal Schools of Instruction by Commandant, R.M.C.
	XVII. Register of Recruits.	MB 14	1	1	1	1	1	1	1	1	1	1	1	1	1	1	(g) Also by O.A. R.C. Signals.
	XVIII. Register of Horses (Mounted Corps) (e).	MB 13	1	1	1	1	1	1	1	1	1	1	1	1	1	1	(i) Vide Instructions for Engineer Serv-ices.
	XIX. Record of declarations of Courts of Inquiry on illegal absence of soldiers.	MB 68	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	XX. Register of Certificates issued (f).	MB 41	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	XXI. Roll of entry, attached officers.	MB 41	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	XXII. Officers duty roster.	MB 15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
	<i>Quartermasters' Books</i>																
	I. Equipment Ledger (a).	MB 3.	1	1	1	1	1(h)	1	1	1	1	1	1	1	1	1	
	II. Equipment Ledger, Artillery (Except Coast Defence).	MB 53 A. MB 53 B. MB 53 D.		1	1	1											
	III. Equipment Ledger, Artillery, Coast Defence.	MF C 689. MF C 689a. MF C 689b. MF C 526.		1	1	1											
	IV. Return of Regimental Clothing and Necessaries (file) (a).		1	1	1	1	1(h)	1	1	1	1	1	1	1	1	1	
	V. Bedding Book.	AB 54.	1	1	1	1	1	1	1	1	1	1	1	1	1	1	

TABLE 1(a)—PERMANENT FORCE—*Concluded*

Books	Militia Book or Form	Record Offices—All Arms	Cavalry and Detached Squadrons	R.C.A. Colonel's and Lieut.-Colonel's Command, R.C.A.	R.C.E. Detachments	R.C. Signals Canadian Signal Training Centre Signals Inspection and Test Department Radio Stations Detachments	Infantry Regimental Headquarters and Detached Companies	R.C.A. Depots and Detachments	R.C.A. Station Hospitals	Detachments, C.M.S.C.
<i>Quartermasters' Books—Cont.</i>										
VI. Account of Rations.....			1	1	1	1	1	1	1	1
VII. Account of Forage.....			1	1	1	1	1	1	1	1
VIII. Copies of Reports of Boards of Survey on Clothing and Necessaries and Technical Equipment (file).....			1	1	1	1	1	1	1	1
IX. Distribution account, Public Clothing and Equipment.....	MB 3C.		1	1	1	1(h)	1	1	1	1
<i>Stores Ledgers</i>										
I. R.C.E. Stores.....	MF C 675				1(i)	1				
II. R.C. Signals Signal Stores.....	MF C 687a or MB 3									
III. R.C.A.S.C. Transport.....	MF C 746									
IV. R.C.A.M.C. Surgical, Medical and Dental Stores.....	MF C 746a MF C 672									
V. R.C.A.V.C. Veterinary Stores Account.....	MF C 672a MF C 687 MF C 687a MF C 687b MF C 761									
VI. R.C.O.C. Station Ledgers.....	MF C 687									
VII. Survey Stores.....	MF C 687									
VIII. Royal Military College.....	MF C 687a MF C 687b									

Geographical Section, General Staff, Ottawa, only.

Royal Military College only.

TABLE 1 (b)—PERMANENT FORCE

COMPANY, ETC., BOOKS

The following books will be kept by companies, etc.:—

I. Squadron, battery or company Roll Book.....	M.B. 28
II. Order Book.....	M.B. 36 (or file if orders are typewritten or otherwise duplicated.)
III. Conduct Book (M.B. 43), containing.....	M.F.B. 263.
IV. Messing Book.....	M.B. 29.
V. Cash Book and Ledger.....	M.B. 4.
VI. Issue Roll, personal clothing and necessaries (File).....	M.F.C. 512.
VII. Quarterly Indents on Ordnance for clothing, etc. (File).....	M.F.C. 573.
VIII. Indents on Quartermasters for articles, clothing and necessaries (File).....	M.F.C. 512.
IX. Description of horses (only units having horses).....	M.B. 13.
X. Return of regimental clothing and necessaries (File).....	M.F.C. 526.

TABLE II.—NON-PERMANENT ACTIVE MILITIA

NOTE.—Units of the Active Militia will be given a free issue of the Militia Books designated below. To ensure uniformity these books will be obtained from National Defence Headquarters on requisition.

Books	Militia Book or Form	Remarks
REGIMENTAL BOOKS		
I. General Orders (File).....		(a) Circumstances affecting the service and pay of N.C.O's and men will be entered in Regimental Order Book, Part II, but the keeping of a Casualty Book showing the above is recommended.
II. Militia Orders (File).....		
III. District or Brigade Orders (File).....		
IV. Regimental Order Book, Part I (Box File).....		
V. Regimental Order Book, Part II (Box File or Casualty Book (a).....	M.F.D. 873.....	(b) See para. 1530.
VI. Historical records of Regiment (b).....	M.B. 95.....	(bb) When kept regimentally; when kept by companies, etc., see VII, Company, etc., books.
VII. Attestations (portfolio) or Attestation Cards (bb).....		(c) To be kept by veterinary officers in accordance with Pay and Allowance Regulations.
VIII. Register of Correspondence.....	M.B. 35.....	
IX. Register of horses, Mounted Corps (c).....	M.B. 13.....	
QUARTERMASTERS' BOOKS		
I. Equipment Ledger (l).....	M.B. 50.....	(e) All units in account with individuals of units.
II. Equipment Ledger (e).....	M.B. 50 (f).....	
III. Guard Book for copies of Reports of Boards of Survey on Clothing, etc.....	M.B. 11.....	
SQUADRON, BATTERY OR COMPANY BOOKS (g)		
I. General Orders (File).....		(g) These books will be kept for details of Regimental Staff by the Adjutant.
II. Militia Orders (File).....		(h) Independent squadrons, batteries, or companies, only.
III. Regimental or Brigade Orders (File).....		(i) Or file if orders are typewritten or duplicated.
IV. District Orders (File) (h).....		(j) A supply will be kept regimentally and sheets as required will be obtained by O.C. companies.
V. Order Book.....	M.B. 36 (i).....	
VI. Conduct Sheets (j).....	M.F.B. 263.....	

TABLE II.—NON-PERMANENT ACTIVE MILITIA—*Concluded*

Books	Militia Book or Form	Remarks
SQUADRON, BATTERY OR COMPANY BOOKS (<i>g</i>)— <i>Conc.</i>		
VII. Attestations (portfolio) or Attestation Cards (<i>k</i>).....		(<i>k</i>) When kept by companies, etc. When kept regimentally see (VII) Regimental Books.
VIII. Nominal Roll and Attendance at Drill Book.....	M.B. 28.....	(<i>l</i>) Battalions of infantry, companies of infantry with separate accounting officers, headquarters and squadrons of cavalry units, and all other units (except artillery) accounting to N.D.H.Q. for arms, clothing and equipment.
IX. Equipment Ledger (<i>l</i>).....	M.B. 50.....	
X. Equipment Ledger (<i>e</i>).....	M.B. 50 (<i>f</i>).....	
XI. Equipment Ledger (<i>m</i>).....	M.B. 53A.....	
	M.B. 53B.....	
	M.B. 53C.....	
XII. Duty Roster.....	M.B. 18.....	
XIII. Section Pocket Book (<i>n</i>).....	M.B. 62.....	(<i>m</i>) Clothing and equipment, artillery units.
XIV. Descriptive Roll of horses (Mounted Corps) (<i>e</i>).....	M.B. 13.....	(<i>n</i>) To contain:—I. Section Roll; II. Addresses (residential and business), III. Record of attendance at drill. (<i>o</i>) To show colour, age, height, sex and casualties (such as sickness, etc.)

Army, General and Militia Orders

1489. All Army, General and Militia Orders (including lists of changes in war material) received from National Defence Headquarters, and corps orders of units of the Permanent Force, will be kept in guard books. Each volume will contain orders, etc., for one year, and will be numbered and indexed.

Standing Orders, etc.

1490. (*a*) The Adjutant-General, Quartermaster-General and Master-General of the Ordnance may issue standing orders for corps, the administration of which comes under their respective branches. An officer commanding a station or body of troops may issue standing orders relating to his command, but all such orders will be subject to regulations issued by General Orders, and will provide only for such matters as are not provided for in these regulations. The head-note of such standing orders will read—"Published under para. 1490, K.R. (Can.) 1939."

(*b*) Officers administering corps from National Defence Headquarters are authorized to issue corps orders. Such orders will not conflict with the responsibility vested in local commanding officers nor with standing orders, the issue of which is authorized above, nor can officers so administering corps exercise any command of the troops serving under the executive control and command of district officers commanding.

1491. (*a*) All unit orders will be duly signed and posted in suitable places in quarters. In addition, a complete file of unit orders, Part I, will be kept in the orderly room and another in the regimental institute, and will be available for perusal by any officer or soldier. Copies of standing orders, when issued, will invariably be kept in the orderly room, in the regimental institute and in such other suitable places as the commanding officer may direct, and orders so kept shall be deemed to be sufficiently published. It is the duty of every officer and soldier to make himself acquainted with orders so published.

(b) Every order relating to the pay and accounts of soldiers or to any matter requiring special explanation will be read over and explained to them immediately after such order is received.

(c) Any unit order, except as mentioned below, after a lapse of one year may be removed from the file, but if of a permanent nature, it will be entered as a permanent order in a permanent order book, and, if desired, incorporated in standing orders. Permanent order books will be kept with the files of unit orders as above directed. If the order is permanent only in so far as a unit's present station is concerned, and is unsuitable for entry in the permanent order book or for incorporation in standing orders, it will not be removed from the file until the unit has left the station. Such an order will be republished in unit orders every three months.

1492. (a) Except in units where the record of correspondence is kept by means of a card index system, Letter Book M.F.B. 35 will be maintained. In this book a complete record of all correspondence relating to regimental business will be kept under two headings:—

(i) Official correspondence sent to and received from other units, formations and district headquarters.

(ii) Official correspondence sent to and received from business firms and individuals.

(b) The book will contain a complete subject index in alphabetical order and a separate index, by units, showing correspondence sent to and received from each unit.

(c) The book will not be kept beyond three years after it is completed, but copies of such letters as may be likely to be required for reference must be preserved.

1493. Copies of all returns will be kept in a guard book in order of date. They may be destroyed after three years.

1494. (a) The orders of a unit will be divided into two parts, as follows:—

(i) Part I will deal with training, manoeuvres, parades, and matters which do not affect a soldier's pay, service, or documents; Part II (M.F.D. 873) with matters which affect a soldier's pay, service, or documents.

(ii) Part II of orders, prepared on M.F.D. 873, will be framed in the identical words in which the entry will be made in original and duplicate attestations. Every circumstance which affects a soldier's service or pay, will be published in Part II of Orders immediately after its occurrence. When a soldier becomes eligible to draw a higher rate of pay, the fact will be published in Part II of Orders.

(b) Copies of Part II of Orders when required to be issued will be sent to the district paymaster concerned and to the officer i/c records, who will retain them for reference.

(c) Any casualty affecting a soldier who is temporarily attached to another unit will be published by the officer commanding that unit in Part II of Orders, and a certified extract of such order will be forwarded to the officer commanding the unit to which the soldier belongs for publication in Part II of Orders of the soldier's unit.

(d) Each issue of each part of orders will be numbered consecutively, commencing on the 1st January of each year, and each item will be given a sub-number.

(e) A box file will be used by officers i/c records and commanding officers for filing these orders. Parts I and II will be kept in separate files. Commanding officers will review Part I of Orders annually, and any matter affecting the permanent orders of a unit will be noted.

1494A. For the purpose of maintaining a complete record of an officer's service, the final disposition of all disciplinary matters will be published in Part II Orders of the unit with which he is serving, subject, however, to the following provisions:—

(a) Publication will be made immediately following promulgation of the finding and sentence of a court-martial or upon completion of a summary trial.

(b) In each case a special Part II Order including only the final result of such disciplinary action and no other entries will be published.

(c) Such special Part II Order will be treated in all respects as a confidential document and will not be posted or otherwise displayed, but in all other respects will receive the normal distribution applicable to Part II Orders.

Books—Non-Permanent Active Militia

1495. For the books to be provided out of the annual allowance and to be kept in each regiment, company, etc., and transferred by officers retiring to their successors, see para. 1488, Table II. Such books will be produced by officers commanding units at every inspection in order to entitle them to receive the annual allowance for books, stationery and postage.

1496. The records of service of officers will be carefully kept at headquarters of each corps. Inspecting officers will, at their annual inspections, note whether or not this order is properly carried out.

1497. When corps of the Non-Permanent Active Militia are on service, requisitions will be forwarded from time to time, approved by the commanding officer of the station, for such books and stationery as may be absolutely required for the orderly room and paymaster's office, and the same will be provided at the public expense.

1498. The books authorized to be supplied to each unit on service, on application of commanding officers, are one regimental order book, one officer's duty roster, and, for each company, etc., one company, etc., order book, one conduct book, one company, etc., ledger, one duty roster.

4.—RECORDS—PERMANENT ACTIVE MILITIA AND NON-PERMANENT ACTIVE MILITIA**Record Offices**

1499. A record office will be established at the headquarters of each military district for the records of every unit of the Non-Permanent Active Militia whose permanent headquarters are located in that district.

1500. (a) The officer commanding or administering a regiment or corps of the Permanent Force is responsible for the safe custody of the records of his regiment or corps, and for this purpose a regimental record office is established and maintained under his supervision at regimental or corps headquarters as shown from time to time in the "Defence Forces List, Part I."

(b) It should not be necessary during the temporary absence of the headquarters of a unit from its station, occasioned by training or an emergency, to remove the record office, provided that the necessary personnel can be left, for the purpose of:—

- (i) the safekeeping of the regimental records.
- (ii) the keeping of records up to date.

(c) When the record office of a unit remains at its permanent station, under the above conditions, the headquarters and all detachments of such unit will send to the record office, copies of their Part II Daily Orders, and any other suitable information required for record with documents, etc.

Officers' Services—Permanent Active Militia

1501. M.B. No. 42 will be carefully maintained and kept up to date.

**Soldiers' Services
General**

1502. In all documents relating to a soldier, his regimental number will precede his name. This number will not be changed as long as he remains in the corps, and will be again allotted to him should he rejoin the corps. If he is transferred, deserts, is discharged, or dies, the number will not be given to any other soldier. A soldier promoted to warrant rank will retain his regimental number.

1503. (a) The name in which a soldier is attested cannot be erased from his attestation paper, attestation card or documents. If a soldier who has enlisted under an assumed name wishes his true name to be added in his records, he must, at his own expense, make a statutory declaration as follows, before a Justice of the Peace or Commissioner for the taking of oaths and affidavits for the province in which the soldier may for the time being be, or before a Notary Public:—

I, A B do
solemnly declare that I was enlisted in the
. on the day of under
the name of which name I
now declare to be incorrect.

I now declare the name of
to be my true name.

And I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at
this day of
A.D. 19

A Commissioner, Notary Public
or Justice of the Peace.

(b) The soldier should be warned that, if the declaration so made is untrue in any material particular, he is liable to be indicted for perjury.

(c) The true name will then be recorded, as an alias, after the assumed name wherever the latter appears on the documents and in all documents subsequently prepared the true name only will be used. The statutory declaration will be preserved with the soldier's original attestation paper or attestation card.

1504. Any alterations as to a soldier's next of kin will be entered on his duplicate attestation paper or card and notified to the officer i/c records. The entries of next of kin will be verified and corrected annually soon after the 1st January. These entries have no legal effect whatever as regards distribution of property in the event of death. Unless a formal will is executed, a soldier's estate is liable to be dealt with as if he died intestate.

Permanent Force

1505. A soldier of the Permanent Force when posted or transferred to a corps will receive a regimental number in that corps.

1506. (a) The service of each soldier of the Permanent Force will be recorded on his original and duplicate attestation papers.

(b) Original and duplicate attestation papers will be filed in portfolios, in numerical order, an alphabetical index being kept in each volume.

(c) The officer i/c records will be furnished with the information for keeping these records completed up to date; this information will be furnished in Part II of orders, as specified in para. 1494.

1507. Should either the original or duplicate attestation paper be lost or become so dilapidated as to render it useless, a certified copy of the attestation paper (whether original or duplicate) will be substituted therefor. An entry as follows will be made in red ink at the top of the first page of the copy:—

Copy Attestation Paper

"Substituted for (original or duplicate) attestation paper in accordance with para. 1507 K.R. (Can.) 1939."

Signature of Commanding Officer.

Station
Date

1503. (a) In the Permanent Force on the final approval of a recruit, his original attestation paper will be sent to the officer i/c records and the duplicate to his commanding officer. The latter document will invariably accompany the unit except on active service, when it will be forwarded to the officer i/c records with the documents preserved with it. (See para. 1529.) The original attestation paper of a warrant officer or non-commissioned officer serving on the district or garrison establishment or on the instructional cadre, and of a soldier who is borne as supernumerary on the regimental establishment, will remain in the custody of the officer i/c records of the corps to which he belongs.

(b) The following documents of inquiry on injuries with the original attestation paper:—

- (i) Proceedings of court of inquiry on injuries sustained and men reported missing while on active service.
- (ii) Attestation papers of fraudulently enlisted men, and of men improperly enlisted while belonging to the army reserve, for corps in which they have not been held to serve.
- (iii) Authority for special enlistment.
- (iv) Compulsory stoppages.
- (v) Certificate of character.
- (vi) Re-engagement paper.
- (vii) Declaration of change of name.
- (viii) Certified record of any service under a previous attestation which the soldier has been allowed to reckon towards pension.
- (ix) Certificates of trade proficiency.

(c) The following documents will be preserved with the duplicate attestation paper:—

- (i) Regimental conduct sheet. (See para. 1518.)
- (ii) Compulsory stoppages.
- (iii) Medical History Sheet.
- (iv) Employment sheet (M.F.B. 1415) for soldiers of and above the rank of staff sergeant or its equivalent. (See para. 1528.)
- (v) M.F.B. 2643 (Registration of Graves). See para. 1481 (b).

1509. Upon re-engagement, the duplicate attestation paper will be sent to the officer i/c records, who will compare the entries thereon with those on the original attestation paper and will return the former document to the officer commanding the unit with his remarks.

Non-Permanent Active Militia

1510. Warrant officers, non-commissioned officers and men of the Non-Permanent Active Militia will be numbered by units, and each man when posted or transferred to a unit will receive a number in that unit. To each unit in a district having a strength approximately that of a regiment of cavalry, a brigade of artillery or a battalion of infantry, a series of numbers from 1 to 9999 is allotted. For units having a strength less than a regiment of cavalry, a brigade of artillery or a battalion of infantry, the district officer commanding will allot a separate series of numbers from 1 to 9999 for each arm or service in the district and will allot a block of numbers within such series to each unit of the arm or service concerned. Whenever a series is exhausted a new series 1 to 9999 will be commenced.

1511. (a) In the Non-Permanent Active Militia, an attestation paper or attestation card will be made out in duplicate. The original will be filed in the regimental orderly room; the duplicate will be filed and maintained in the company, etc., orderly room. Attestation papers and cards of non-effective personnel will be filed separately and will remain in the custody of the commanding officer except in the case of a soldier transferred to another unit when his attestation paper or card will be forwarded to the man's new commanding officer.

(b) Particular attention will be paid to entering on page 3 of the attestation paper or on the back of the attestation card the statement of service as reflected in Part II Orders of the unit in order to ensure that it is accurate and up to date.

(c) Re-engagements will be carried out on M.F.B. 1444. This form will be attached to the original attestation paper or card.

1512. In the Non-Permanent Active Militia, the following documents will be created when circumstances so require and, after the completion of any necessary entries therein, they will be returned to the regimental orderly room:—

- (i) Authority for special enlistment.
- (ii) Declaration of change of name.
- (iii) Medical History Sheet (M.F.B. 313b).
- (iv) Dental History Sheet (M.F.B. 465) for personnel receiving dental treatment.
- (v) Proceedings of Courts of Inquiry on injuries sustained during training or when called out for special duty.
- (vi) M.F.B. 227, Medical Board, when required.
- (vii) M.F.B. 122, Field Conduct Sheet, when required.
- (viii) M.F.B. 227a, medical examination upon leaving the service or on conclusion of the special duty, when medical unfitness is not involved.

Declaration of Courts of Inquiry into Illegal Absence

1513. (a) A record of the declaration of a court of inquiry, M.F.B. 259, held to record the illegal absence of a soldier, will be entered by the commanding officer in a regimental book (Militia Book 68), kept exclusively for such records. The entry will be vouched by the commanding officer's signature, after ranks, names and corps of the president and members of the court have been inserted. When the record has been duly made the commanding officer will destroy the original proceedings of the court of inquiry, M.F.B. 303. (See para. 643.)

(b) These records, or true copies purporting to bear the signature of the officer having the custody of the regimental book in question, will, on the trial of a soldier, be admissible in evidence of the facts therein stated. All copies of such record as may be required, whether for production in evidence before a court-martial or as vouchers to militia accounts, will be prepared from the record in the aforesaid regimental book, and certified as true copies by the officer charged with its custody. A certified true copy of the record from M.B. 68 will accompany documents forwarded to the officer i/e records under para. 1529 (c) (ii).

Statement of Services

1514. Every variation affecting a soldier's service* will be entered on page three of the attestation paper as soon as it is reported in Part II Orders as follows:—

(i) Attainment of the age of 18 years, in the case of soldiers enlisted as boys.	The rank (e.g., gunner, driver, private, etc.) and the appointment, of any (e.g., artificer, drummer, bandsman, etc.), to be stated.
(ii) Promotion to, or reduction from, any rank, and appointment to and relinquishment of acting or local rank, including such rank granted for extra regimental employment.	See para. 308. For procedure in the case of resignations or reversal, see para. 331.
(iii) Grant or deprivation of any appointment, including acting or local lance appointments, and acting appointments which carry pay.	Such as lance-corporal, bandsman on the establishment, drummer or bugler, class of orderly in the R.C.A.M.C., shoeing smith on the establishment, etc.
(iv) Re-engagement.....	Entry to be made thus:—"re-engaged for the Regiment, at.....on....." The date of re-engagement will be that of approval by the competent military authority.
(v) Conviction by civil power of an offence committed before enlistment—if absent from duty in consequence of the sentence.	An entry to be made explaining absence from duty.
(vi) Every conviction by court-martial, or civil power.	Entry to be made immediately after promulgation, or receipt of certificate of conviction by civil power, except as provided in para. 1518 (b) (iii).
(vii) Every mitigation, commutation or remission of a sentence awarded, whether by a commanding officer or court-martial.	Date and authority to be quoted.
(viii) Suspension of sentence under Section 57A, Army Act.	An entry to be made giving date on which, and authority by whom, suspension was ordered. If the sentence is subsequently put into execution or remitted, a further entry will be made to this effect, stating the date and authority.
(ix) Absence without leave exceeding five days and detention awarded by commanding officer exceeding seven days.	Entry to be made immediately after disposal of case.
(x) Transfer to other corps.....	Effective date and authority to be quoted.
(xi) Posting to another unit of same corps.....	Effective date to be shown.
(xii) Date and cause of becoming non-effective. . .	Reason for discharge (para. 372), also effective date and authority.
(xiii) Election by a soldier whether he will or will not reckon forfeited service.	Record of election to be entered as provided in para. 307 (d).
(xiv) Reckoning of former service for pension purposes.	An entry to be made in red ink.
(xv) Award or forfeiture of good conduct badges.	Awarded or forfeits good conduct badges as laid down in para. 1360.

Medical History Sheets

1515. (a) Medical history sheets will be kept in the medical inspection room, or where there is no inspection room they will be kept in the military hospital.

(b) The following entries in medical history sheets will be made by officers commanding units:—Insertion of regimental numbers, dates and places of enlistment; transfers to other corps, and dates of arrivals at, and departures from stations; or of embarkations in, or disembarkations from troopships or transports; and records of courts of inquiry on injuries.

* In calculating service, the extra day (29th February) in a leap year will only be reckoned when it forms part of an uncompleted year.

Dental History Sheets

1516. Dental history sheets will be considered as regimental documents. They will be kept with the medical history sheets.

Active Force Conduct Sheets

1517. General—(1) Except as provided in (2) of this paragraph, a conduct sheet (CAFB 1586) shall be prepared for each officer and soldier.

(2) Unless the Adjutant General otherwise directs, a conduct sheet shall not be prepared for an officer until an entry is required to be made in it under paragraph 1518.

(3) Conduct sheets of officers, warrant officers and non-commissioned officers above the rank of sergeant shall be held as "confidential" documents.

1518. Entries in Conduct Sheets—(1) Except as provided in (2) of this paragraph an entry shall be made in the conduct sheet of an officer or soldier in respect of the following only:—

- (a) every conviction of an officer or soldier by a superior court of criminal jurisdiction or by a court of summary jurisdiction for an offence committed after his appointment or enlistment, provided that when the sentence of a court of summary jurisdiction is a fine, the commanding officer shall refer the matter with his recommendations to the area commander or officer in charge of administration, and no entry shall be made unless, in the opinion of the area commander or officer in charge of administration, the nature of the offence tends to bring discredit on the Canadian Army;
- (b) every case in which an officer or soldier has been bound over by a superior court of criminal jurisdiction or by a court of summary jurisdiction to appear for conviction for an offence committed after his appointment or enlistment, provided that the commanding officer shall refer the matter with his recommendations to the area commander or officer in charge of administration and no entry shall be made unless, in the opinion of the area commander or officer in charge of administration, the nature of the offence tends to bring discredit on the Canadian Army;
- (c) every conviction of an officer or soldier by a court-martial, whether or not a sentence is wholly or partially remitted;
- (d) every case of desertion or fraudulent enlistment in which the trial of a soldier has been dispensed with by an appropriate authority;
- (e) every award of punishment made under Section 47(2) of the Army Act;
- (f) awards to a soldier by a commanding officer or other officer having power to dispose summarily of the offence of the following punishments:—
 - (i) detention,
 - (ii) field punishment,
 - (iii) forfeiture of pay,
 - (iv) a deduction from ordinary pay, when awarded conjointly with a summary or minor punishment which itself requires an entry,
 - (v) reprimand or severe reprimand,
 - (vi) confinement to barracks exceeding one day,
 - (vii) extra guards or pickets, in excess of one, and
 - (viii) admonishment;

Amdt. (No. 98) 19 May 47.

Amdt. (No. 108) 29 Sep 47.

Amdt. (No. 120) 5 Apr 48.

Amdt. (No. 139) 21 Feb 49.

- (g) every offence by an officer or soldier which in addition to any punishment awarded entails a forfeiture of pay, except:—
 - (i) where the forfeiture is in consequence of a civil conviction for which a fine has been imposed and the officer in charge of administration or area commander has decided that no entry should be made,
 - (ii) where the forfeiture is for an offence committed prior to appointment or enlistment;
 - (h) every reduction of a warrant officer or non-commissioned officer to a lower grade or to the ranks for misconduct, but not for inefficiency;
 - (i) every award of punishment for drunkenness;
 - (j) every punishment awarded by an appropriate authority to an officer or soldier who is confined in a prison or detention barracks, for a breach of the provisions of any statute or regulations governing the conduct of persons confined in prison or detention barracks;
 - (k) every suspension of a sentence under Section 57A of the Army Act;
 - (l) every suspended sentence which is subsequently put into execution or remitted; and
 - (m) every remission, commutation, or mitigation of a sentence, whether such sentence was awarded by court-martial or otherwise.
- (2) An entry shall be made in the conduct sheet of an officer or soldier in respect of:—
- (a) any special act of gallantry or distinguished conduct which has been brought to notice in area or other superior orders or despatches;
 - (b) any special commendation from the Chief of the General Staff.

1519. Destruction of Conduct Sheets—(1) No conduct sheet of a soldier shall be destroyed unless it contains one of the following entries:—

- (a) confinement to barracks not exceeding seven days;
- (b) extra guards or pickets; or
- (c) admonishment.

(2) Before a conduct sheet is destroyed in accordance with (3) of this paragraph, a new conduct sheet shall be prepared and shall contain all previous entries other than those specified in (1) of this paragraph.

(3) The conduct sheet, if it has any of the entries specified in (1) of this paragraph, shall be destroyed:

- (a) on completion of:—
 - (i) six months service from the date of attestation, and
 - (ii) each subsequent period of six months free from those entries specified in (1) of this paragraph;
- (b) on promotion to the rank of sergeant;
- (c) on appointment to a commission; and
- (d) on re-enlistment.

1520. Loss of Conduct Sheets—(1) When a conduct sheet is discovered to be missing a court of inquiry shall be assembled to obtain evidence and make findings as to the entries contained in the lost sheet.

(2) On completion of the court of inquiry prescribed in (1) of this paragraph a commanding officer shall cause a new conduct sheet to be drawn up and substituted for the lost sheet. The new conduct sheet shall be marked "substituted for lost original" over the signature of the commanding officer.

Amdt. (No. 120) 5 Apr 48.

Amdt. (No. 139) 21 Feb 49.

1521. Alteration of Conduct Sheets—(1) A commanding officer shall alter or expunge or cause to be altered or expunged, an entry in the conduct sheets of an officer or soldier under his command when:—

- (a) an entry has been made in error;
- (b) an entry contains an error; or
- (c) upon review of a punishment or sentence the reviewing authority has ordered that the entry be altered or expunged.

(2) Except as provided in (1) of this paragraph, no person shall alter or expunge an entry in any conduct sheet.

1522. On Re-appointment or Re-enlistment—When an officer is re-appointed to or a soldier is re-enlisted in the Canadian Army, the conduct sheet, if any, covering his previous service shall be taken into use.

1523-1527. Spare.

Employment Sheets

1528. (a) An employment sheet (M.F.B. 1415) will be maintained for every soldier of the Permanent Force.

(b) In the case of a soldier of, or above, the rank of staff-sergeant or its equivalent, the employment sheet will be kept with the regimental conduct sheet, and in the case of a soldier below the rank of staff-sergeant, or its equivalent, with the company, etc., conduct sheet.

(c) An employment sheet will not accompany a soldier undergoing a course of instruction, the result of which will be recorded thereon by the soldier's unit commander.

(d) The employment sheet is to form a history to show the capabilities and qualifications of a soldier for employment in civil life, but is not to refer to the soldier's military character which is recorded in his conduct sheet.

(e) As the employment sheet is to be referred to by the officer in assessing, in testimonial form, the soldier's character when he leaves the Permanent Force (see para. 383) it is important that anything concerning the soldier which can possibly be of assistance in assessing his capabilities and qualifications should be recorded thereon as it occurs.

(f) For this reason the trade qualifications of the soldier in a technical corps, together with any improvement or deterioration of qualifications, the extent to which the soldier has been employed at his trade, and the manner in which he has carried out his work, will be recorded. The period during which a soldier has been under instruction in a special military subject, or under special educational training, and the period of his employment in any form of technical work or in any work additional to his actual military training (such as an officer's servant, cook, etc.) the extent to which he has been so employed, and the manner in which he has carried out his work will also be recorded.

(g) The capabilities and qualifications of each soldier will be summed up and recorded on the employment sheet annually, before 1st October, and whenever a soldier is transferred to another unit or station. In the case of a soldier employed on the staff of a unit, such record, will be made by the officer under whom he is employed, in the case of a soldier present with his unit by the company, etc., commander, and in the case of a soldier employed away from his unit by the officer under whom he is employed.

(h) This summary will indicate the soldier's merits, and if necessary his defects, under such heads as industry, energy, cleanliness, trustworthiness, intelligence, initiative, self-reliance, capacity for continuous hard work, educational standard, etc. Special mention will be made of any trade or occupation which is likely to be of use to the soldier in civil life.

(i) When the assessing officer has not sufficient personal knowledge completely to summarize the record of a soldier who has not been wholly employed under him, he will consult an officer who can be of assistance.

(j) Whenever an employment sheet is summarized, a red line will be drawn below the summary.

(k) After each summary is completed, it will be read to the soldier who, if dissatisfied, will be given an opportunity of appealing to his commanding officer. The opportunity thus offered will be used to warn a soldier, who is deteriorating, of the serious consequences which unfavourable entries will have on his prospects after leaving the Permanent Force.

(l) When a soldier is discharged, his employment sheet will be forwarded with his other documents to the officer i/c regimental records for retention.

Disposal of Documents—Permanent Active Militia

1529. The documents of a soldier will be disposed of as follows:—

A	B	C	D
Nature of Casualty	Original Attestation	Duplicate Attestation	Conduct sheets, copies of convictions by civil power, and documents attached to the duplicate attestation.
(i) Death.....	To be destroyed by the officer i/c records on receipt of the duplicate attestation. Any documents attached thereto will be preserved with the duplicate attestation.	To be forwarded to officer i/c records and retained by him for 50 years, and then to be destroyed.	To be forwarded to the officer i/c records who will retain them with the duplicate attestation.
(ii) Desertion.....	To be retained by officer i/c records for 15 years and then destroyed. Any documents attached thereto will be preserved with the duplicate attestation.	To be retained by the man's C.O. for one year and then treated as in C (i)*.	As in C (ii).

* If unit should proceed abroad within the year, the document will be sent to officer i/c records before embarkation.

A	B	C	D
Nature of Casualty	Original Attestation	Duplicate Attestation	Conduct sheets, copies of convictions by civil power, and documents attached to the duplicate attestation
(iii) Discharge, except under sub-para (x).	As in B (ii).....	To be despatched with other documents on discharge to officer i/c records who will retain them for 50 years.	As in C (iii).
(iv) (a) Recruit absconding prior to final approval. (b) Attested recruit discharged before final approval.	As in B (ii)..... To be retained by officer carrying out discharge for one year and then destroyed.	As in B (ii)..... To be destroyed.....	 To be forwarded to officer i/c records who will retain them with original attestation.
(v) On transfer to another corps.	To be forwarded to officer i/c records of the new corps.	To be forwarded to the man's new C.O.	As in C (v)
(vi) On posting to another portion of the same corps.	To remain in the custody of the officer i/c records.	To be forwarded to the man's new C.O.	As in C (vi)
(vii) On removal of an armoured or armament artificer to another corps or station.	To remain in the custody of the officer i/c records.	To be forwarded to the man's new C.O.	As in C (vii).
(viii) Promotion to warrant rank.	To remain in the custody of the officer i/c records.	If promoted in the same unit to remain in the custody of C.O. If in another unit to be sent to the new C.O.	As in C [*] (viii).
(ix) Promotion to commissioned rank.	As in B (i).....	To be forwarded with documents attached thereto, and his medical history sheet, to officer i/c records for transmission to A.H.Q.	As in C (ix).
(x) Discharge on being granted a commission.	As in B (i).....	To be forwarded with documents on discharge to officer i/c records for transmission to A.H.Q.	As in C (x).

Medical and dental history sheets, except in cases specially provided for by regulation, will accompany the duplicate attestation.

1530. Annual Historical Report—(1) All Active and Reserve Force units and Canadian Officers' Training Corps contingents shall render by 30 April in each year an Annual Historical Report covering the period 1 April to 31 March immediately preceding.

(2) All Active and Reserve Force units and Canadian Officers' Training Corps contingents shall keep a Historical Record (Canadian Army Book 95) in book form. (See tables in paragraph 1488.)

(3) The contents of the Annual Historical Report and of the Historical Record (CAB 95) shall be as required by the Chief of the General Staff and notified in Canadian Army Orders.

(4) When a unit is on active service the war diary shall take the place of the Historical Record (CAB 95) and the Annual Historical Report for the period covered by the diary.

(5) On return of a unit from active service, the officer commanding shall render two historical reports to the officer commanding the command:—

(a) from the date of the last annual report to the date of the commencement of the war diary;

(b) from the date of discontinuing war diary to 1 April following.

The officer commanding the command shall add any further information which he may consider desirable, and shall send a copy of such additions to the officers commanding the units concerned.

Report of Officers Marriages—Permanent Active Militia

1531. The following particulars of the marriage of every officer of the Permanent Active Militia will be reported to Army Headquarters within one month of the marriage taking place:—

- (i) officer's name, appointment (if any), regiment, rank and present station.
- (ii) officer's age at time of marriage.
- (iii) wife's maiden name, in full.
- (iv) date of marriage.

Permanent Force—Soldiers—Record of Marriage and Birth and Baptism of Children

1532. The marriage of a soldier, whether before or after enlistment, and the birth of his children will be recorded on the soldier's attestation. A soldier who is not eligible for the issue of married allowance is not compelled to report his marriage or the birth of his children to his company, etc., commander, but it is to his own interest and that of his children that he should do so at once.

1533. A soldier who is married will, when reporting such fact to his company, etc., commander, produce the official certificate of such marriage or a certified true copy thereof, which certificate, or copy, the soldier will hand to his company, etc., commander, who will take the necessary steps to have the particulars entered on the soldier's duplicate attestation paper and transmitted to the officer i/c records.

1534. On the birth of a child, the soldier will furnish the company, etc., commander with a certificate of registry of birth, which will be dealt with as in para. 1533, and particulars transmitted to the officer i/c records immediately on receipt of such information.

1535. (a) When the child of a soldier is baptized, such soldier will obtain from the officiating clergyman a copy of the baptismal certificate which he will take to his company, etc., commander, who will record the particulars of such baptism on the soldier's duplicate attestation and duly report the same to the officer i/c records concerned.

(b) A baptismal record may be of great importance as legal evidence in the absence of a birth certificate and may further afford the soldier means of supporting the claims of his legitimate children to the benefits to be obtained from any public institutions formed for the relief of the wives and children of soldiers.

Civil Registration of Births and Deaths

1536. (a) Every married officer or soldier will be personally responsible for ensuring that the legal formalities relative to the notification of births and deaths in his family are complied with.

(b) If an officer or soldier dies, whilst serving, the company or other officer under whom the deceased was serving at the time of his death will ensure that the notification of such death required by law is given.

Disposal of Obsolete Documents, etc.

1537. (a) A board will be assembled annually in every office for the purpose of recommending for destruction documents over three years old. The board will, if possible, be composed of the head and two subordinate officers of the office, but, subject to special consideration where secret or confidential documents are concerned, a warrant officer or senior non-commissioned officer with an intimate knowledge of the records may be detailed as a member in place of one of the subordinate officers.

(b) The recommendations of this board will be submitted to the general officer or brigadier commanding the command who will forward the list of documents which he recommends for destruction to Army Headquarters for decision as to what may be required for historical purposes. On receipt of approval, he will issue orders regarding the disposal of the records.

1538. (a) In the case of those regimental records not authorized to be destroyed periodically, the commanding officer will assemble a committee of officers to ascertain that such parts as it is advisable to preserve have been correctly copied into other books.

(b) A warrant officer or senior non-commissioned officer with an intimate knowledge of the records may be appointed a member of the committee. The committee will make out a "list of useless documents recommended for destruction" and submit it to the commanding officer for transmission to the general officer or brigadier commanding the command.

APPENDIX I**CHAPTER 132, REVISED STATUTES OF CANADA, 1927****An Act Respecting the Militia and Defence of Canada****Short Title**

Short title. 1. This may be cited as the Militia Act. R.S., c. 41, s. 1.

Interpretation

- Definitions.
- Active force. 2. In this Act, unless the context otherwise requires,
- Canadian Army. (a) "Active Force" means the portion of the Canadian Army that is on continuous full-time military service;
- (b) "Canadian Army" means all the military forces of Canada other than the Royal Canadian Navy and the Royal Canadian Air Force and the Reserves thereof;
- Emergency. (c) "Emergency" means war, invasion, riot or insurrection, real or apprehended;
- General orders. (d) "General orders" means orders and instructions issued to the Canadian Army through or by the Adjutant General with the approval of the Minister;
- Man. (e) "Man" includes a warrant officer and non-commissioned officer as well as a private;
- Minister. (f) "Minister" means the Minister of National Defence;
- On active service. (g) "On active service", as applied to a person subject to military service, means whenever he is enrolled, enlisted, drafted or warned for service or duty during an emergency, or when he is on duty, or has been warned for duty in aid of the civil power;
- On service. (h) "On service" means when called upon for the performance of any military duties other than those specified as active service;
- Prescribed. (i) "Prescribed" means prescribed by this Act or by regulations made under this Act;

- (j) "Regulations" means regulations made by the Governor in Council or the Minister under this Act;
- (k) "Unit" means a military body organized on a separate establishment as an individual military organization and which has been named as a unit of the Canadian Army.

3. The Interpretation Act and the last preceding section of this Act shall apply to all regulations, orders and articles of engagement lawfully made or entered into under this Act. R.S., c. 41, s. 3.

Command in Chief

4. The command in chief of the Canadian Army is declared to continue and be vested in the King, and shall be exercised and administered by His Majesty or by the Governor General as his representative. R.S., c. 41, s. 4.

Department of National Defence

5. The Governor in Council may, from time to time, make such orders as are necessary respecting the duties to be performed by the Minister. R.S., c. 41, s. 5; 1922, c. 34, s. 8.

Works for Defence

6. The Minister shall have the control and management including charge of the maintenance and repair, of all military buildings, and also of the construction, maintenance and repair of all forts and fortifications and other works for defence in Canada. R.S., c. 41, s. 8.

7. (1) Whenever an emergency exists, the officer of the Canadian Army in command in the locality, or any officer duly authorized by him, may, subject to the regulations, enter upon and occupy with troops, or other persons, any buildings or land for defence purposes, and may dig trenches and throw up fieldworks on any such lands, and may fortify any buildings, and may, for the purposes aforesaid, destroy or desolate and lay waste any such buildings or lands, and destroy food, crops, fodder, stores or other things, and slaughter live stock, or may take or cause to be taken, any such food, crops, fodder, stores or other things; and may remove or cause to be removed vehicles, aircraft or other means of transportation or live stock to some place of safety; and may also impress any horses, mules, oxen or other animals, vehicles, aircraft or other means of transportation required for military purposes.

(2) Any person injured by the exercise of any of the provisions of this section shall be compensated from the Consolidated Revenue Fund of Canada. R.S., c. 41, s. 9.

Liability to Military Service

8. All the male inhabitants of Canada, of the age of eighteen years and upwards, and under sixty, not exempt or disqualified by law, and being British subjects, shall be liable to service in the Canadian Army: Provided that the Governor General may require all the male inhabitants of Canada, capable of bearing arms, to serve in the case of a *levée en masse*.

(2) Nothing in this section shall prevent any male inhabitants of Canada under the age of eighteen years from enlisting voluntarily in the Canadian Army with the consent of his parent, tutor or guardian.

Exemption
from
service.

9. The following persons only shall be exempt from liability to service in the Canadian Army:

Members of the King's Privy Council for Canada;
Judges of all courts of justice;
Members of the executive councils of provinces;
Deputy ministers of the Government of Canada and deputy ministers of provincial governments;
Clergy and ministers of all religious denominations;
Telegraph clerks in actual employment;
Officers and clerks regularly employed in the collection of the revenue;
Wardens and officers of all public prisons and lunatic asylums;
Personnel of the Royal Canadian Navy or the Royal Canadian Air Force or the Reserves thereof;
Members of a police force or fire brigade permanently employed as such;
Professors in colleges and universities, and teachers in religious orders;
Persons disabled by bodily or mental infirmity;
The only son of a widow, being her only support;
Pilots and apprentice pilots during the season of navigation;
Persons who, from the doctrines of their religion, are averse to bearing arms or rendering personal military service, under such conditions as are prescribed by the Governor in Council.

Half-pay and
retired officers.

10. Half-pay and retired officers of the regular forces shall not be required to serve in the Canadian Army in a lower grade than that of their rank in such forces.

Affidavit of
person claiming
exemptions.

2. No person shall be entitled to exemption unless he has, at least one month before he claims such exemptions, filed with the commanding officer within the limits whereof he resides, his affidavit, made before some justice of the peace, of the facts on which he rests his claim. R.S., c. 41, s. 12.

Proof of
exemption.

11. When exemption is claimed on any ground, the burden of proof shall always rest on the person claiming it. R.S., c. 41, s. 13.

Exemption not
to prevent
volunteering.

12. Exemption shall not prevent any person from serving in the Canadian Army if he desires to serve and is not disabled by bodily or mental infirmity. R.S., c. 41, s. 14.

Classes of
militiamen.

13. (1) The male population liable to serve in the Canadian Army shall be divided into four classes:—

First class.

The first-class shall comprise all those of the age of eighteen years and upwards, but under thirty years, who are unmarried or widowers without children;

Second class.

The second-class shall comprise all those of the age of thirty years and upwards, but under forty-five years, who are unmarried or widowers without children;

Third class.

The third-class shall comprise all those of the age of eighteen years and upwards, but under forty-five years, who are married or widowers with children;

Fourth class.

The fourth-class shall comprise all those of the age of forty-five years and upwards, but under sixty years.

Order of
service.

(2) The said several classes shall be called upon to serve in the order in which they are referred to in this section. R.S., c. 41, s. 15.

Organization of Canadian Army

14. The organization of the Canadian Army shall be as from time to time prescribed by the Governor in Council. Organization of Canadian Army.

Period of Service

15. (1) Men may be enlisted for continuous service in the Active Force for such period as the Governor in Council may prescribe but not exceeding a period of five years and may be enlisted for service in the Canadian Army other than for service in the Active Force for such period as the Governor in Council may prescribe but not exceeding a period of three years. Period of service.

(2) The term of service of any man which expires during an emergency shall be subject to extension with his consent until the emergency comes to an end and for not more than one year thereafter, and shall be subject to extension without his consent until the emergency comes to an end or for one year, whichever is the shorter period. Extension of expired period of service during emergency.

(3) Notwithstanding anything in this section contained, a man who is enlisted in, or in anticipation of an emergency may be enlisted to serve for the duration of the emergency and the period of demobilization thereafter and required to serve in accordance with the terms of his engagement. Service during emergency.

16. Every unit, duly authorized previously to, and existing on, the first day of January, in the year one thousand nine hundred and forty-seven, including the officers commissioned thereto, shall, for the purposes of this Act, be held to be existing, and shall be continued as such, subject to the provisions of this Act. Present units continued.

17. No officer or man of a unit of the Canadian Army, raised and maintained by voluntary enlistment, shall be permitted to retire therefrom in time of peace, without giving to his commanding officer six months' notice of his intention so to do. Notice to be given of retirement.

18. Any person who has voluntarily enlisted, or been called upon to serve in the Canadian Army, shall be entitled to be discharged at the expiration of the term of service for which he engaged, unless such expiration occurs in time of emergency, in which case he shall be liable to serve for the duration of the emergency.

Military Divisions

19. (1) For purposes of military command and administration, the Governor in Council may direct that any portion of Canada shall be a Command. Commands.

(2) The Minister may establish areas within any Command and appoint officers to command such areas. Areas and appointment of officers.

Canadian Army

20. (1) Subject to section twenty-two of this Act the maximum number of personnel of the Canadian Army and of each rank or trade group therein shall be as from time to time authorized by the Governor in Council. Number of personnel of Canadian Army.

(2) Subject to the provisions of subsection one of this section Constitution of Canadian Army.

(a) the Canadian Army shall consist of such units as are from time to time named by the Minister, which

units shall be organized on such establishments as are from time to time authorized by him;

Disbanding,
etc., unit.

- (b) the Minister may at any time disband or redesignate any unit or revoke, amend or restrict any establishment if he considers it advisable so to do.

Oath of
militiamen.

21. The following oath shall be taken, and subscribed before one of such commissioned officers of the Canadian Army as are authorized for that purpose by any general order or by regulation, or before a justice of the peace, by every person upon engaging to serve in the Canadian Army:—

Form.

"I, A. B., do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty."

Constitutes
written
engagement.

2. Such oath shall have the effect of a written engagement with the King, binding the person subscribing it to serve in the Canadian Army until he is legally discharged, dismissed or removed, or until his resignation is accepted, R.S., c. 41, s. 23.

Active Force

Constitution
of Canadian
Army.

22. (1) There shall continue to be a portion of the Canadian Army on continuous full-time military service which shall be called the Active Force and which shall consist of such officers and men voluntarily enrolled for continuous full-time service, not exceeding thirty thousand, as are from time to time authorized by the Governor in Council.

Availability.

(2) The Active Force shall be available at all times for general service.

Schools and
instructors.

(3) The Active Force shall furnish schools of instruction for the Canadian Army, and provide instructors therefor.

Enrolment

Regulations
for enrolment.

23. The Governor in Council shall, from time to time, make all regulations necessary for the enrolment of persons liable to military service, and of cadets, and for all procedure in connection therewith and for determining, subject to the provisions of this Act, the order in which the persons in the classes fixed by this Act shall serve.

(2) Such regulations shall have the same force and effect as if they formed part of this Act. R.S., c. 41, s. 25.

Enrolment by Ballot

Ballot when
enough do not
volunteer.

24. When men are required to organize or complete a unit at any time, either for training or for an emergency, and enough men do not volunteer to complete the quota required, the men liable to serve shall be drafted by ballot.

Number from
one family

2. If there are inscribed on the Canadian Army roll more than one son belonging to the same family residing in the same house, only one of such sons shall be drawn, unless the number of names so inscribed is insufficient to complete the required proportion of service men. R.S., c. 41, s. 26.

Regulations.

25. The Governor in Council may, from time to time, make regulations,

Enrolment.

- (a) for fixing the day on which the taking of the enrolment shall be commenced in each of the several commands respectively;

Notifying
men.

- (b) for notifying the men liable to be taken, or those balloted for service in any quota;

- (c) for finally deciding claims of applicants for exemption, and for the administration of oaths before a commissioned officer of a unit; Deciding exemptions.
- (d) for ascertaining the facts in reference to claims for exemption, for medical examinations, and for the discharge of such men as are unfit to serve; and Ascertaining facts.
- (e) relating to every other matter and thing not inconsistent with this Act, and necessary to be done in the enrolling, balloting, warning and bringing into service of such number of men as are required at any time. General.

2. Any man balloted and notified for service, may, at any time, be exempt until again required in his turn to serve by furnishing an acceptable substitute, on or before the day fixed for his appearance: Provided that if during any period of service, any man who is serving in the Canadian Army as a substitute for another, becomes liable to service in his own person, he shall be taken for such service, and his place as substitute shall be supplied by the man in whose stead he was serving. R.S., c. 41, s. 27. Substitute.

26. Every man of the Canadian Army of the first or second class shall be required to complete the full period for which he volunteered or was balloted to serve, notwithstanding that during any such period of service he attains the limit age of thirty years, or forty-five years, as the case may be, according to his class. R.S., c. 41, s. 28. Full period for service to be completed.

Officers Commanding the Canadian Army

27. Deleted.

28. There may be appointed an officer, who shall hold rank not below that of colonel in the Canadian Army or in His Majesty's regular army, who may, subject to the regulations and under the direction of the Minister, be charged with the military inspection of the Canadian Army. R.S., c. 41, s. 30; 1919 (2nd session). c. 23, s. 1. Inspector General.

29. The duties and authority of each of the officers respectively referred to in the last two preceding sections shall be defined by the Governor in Council. R.S., c. 41, s. 31. Duties.

30. The Governor in Council may establish a general staff headquarters staff, and command staff, and may appoint a chief of the general staff, and such officers to the respective staffs as are deemed necessary, and shall define their duties and authority. R.S., c. 41, s. 35. Staff.

31. (1) The Governor in Council shall appoint in and for each Command an Officer Commanding of rank not lower than that of colonel who, subject to the regulations, shall command the part of the Canadian Army that is in the Command. Officers Commanding.

2. There shall also be appointed such other officers as are from time to time deemed expedient. R.S., c. 41, s. 36.

32. The pay and allowances of the officers of the general staff, headquarters staff and command staff, including officers seconded for duty in the public service of Canada, shall be fixed by the Governor in Council. 1919 (2nd session), c. 23, s. 1. Pay, etc., of staff officers.

Officers

33. Commissions of officers in the Canadian Army shall be granted by His Majesty during pleasure, and all warrant of officers. Appointment of officers.

and non-commissioned officers shall be appointed in such manner and shall hold such rank as are prescribed by the regulations. R.S., c. 41, s. 38.

Governor's
signature by
stamp.

34. The Governor General may cause his signature to be affixed to any commission granted or issued under this Act, by stamping the same on such commission with a stamp approved by him, and used for the purpose by his authority.

Validity.

2. The signature so affixed shall be, to all intents and purposes, as valid and effectual as if in the handwriting of the Governor General.

Calling into
question.

3. Neither the authenticity of any such stamped signature, nor the authority of the person by whom it has been affixed to any commission, shall be called in question except on behalf of the Crown. R.S., c. 41, s. 39.

Appointment
and retirement
of officers.

35. Officers of the Canadian Army may under such regulations, as are made from time to time, be appointed to unit, and may be transferred to an unattached list, or may be retired with or without honorary rank, and may be reappointed from the retired list.

Reappointment-
ments.

Grade of
service.

2. No officer shall be bound to serve in the Canadian Army in a lower grade than that of the rank with which he has been retired. R.S., c. 41, s. 40.

As to existing
appointments.

36. All commissions and appointments in the Militia of Canada, existing on the first day of November, in the year of our Lord one thousand nine hundred and four, shall have the same force, effect and authority as if issued and made in the Militia under this Act. R.S., c. 41, s. 41.

37. Deleted.

38. Deleted.

39. Deleted.

Regulations
respecting
command.

40. The Governor in Council may make regulations, applying to officers and others belonging to His Majesty's regular forces, and to officers of any military force of any part of His Majesty's dominions, when serving in Canada, and to officers of the Canadian Army, as to the persons to be invested as officers or otherwise with command over the Canadian Army or any part thereof, or any person belonging thereto, and as to the mode in which such command is to be exercised: Provided that command shall not be given to any person over a person superior in rank to himself. R.S., c. 41, s. 45.

Proviso.

Commissioned
officers of
Mounted
Police Force
serving with
Canadian
Army.

41. Commissions of officers of the Royal Canadian Mounted Police Force serving with the Canadian Army by order of the Governor in Council shall for the purposes of seniority and command be considered equivalent to commissions issued to the officers of the Canadian Army of corresponding rank from their respective dates according to the following scale, that is to say:—

Commissioner—as brigadier;

Deputy commissioner—as colonel;

Assistant commissioners—as lieutenant-colonels;

Superintendent, the senior with five years' service—as lieutenant-colonel;

Superintendents—as majors;

Inspector, the senior with fifteen years' service—as major;

Inspectors, with five years' service—as captains;

Inspectors, with less than five years' service—as lieutenants;
 Sub-inspectors—as second-lieutenants;
 Surgeons—as majors;
 Assistant surgeons—as captains;
 Veterinary surgeons—as captains.

Arms, Clothing and Equipment

42. The uniform, arms, clothing and equipment of the Canadian Army shall be of such pattern and design and shall be issued and worn, as prescribed by such regulations as the Governor in Council or the Minister with the authority of the Governor in Council may make from time to time. Arms and equipment of Canadian Army.

43. With the exception of mounted officers, to whom saddlery may be issued as prescribed, officers of the Canadian Army shall provide their own uniform and equipment. Uniform and equipment of officers.
 R.S., c. 41, s. 48.

44. The value of all such articles of public property as have become deficient or damaged, while in possession of any unit, otherwise than through fair wear and tear or unavoidable accident, may be recovered by the Minister or by any other person authorized by him, from the officer in command of such corps. Responsibility for damages.

2. The officer commanding any corps may recover the value of such articles of public property, or property of the corps, as have become deficient or damaged, or damaged while in possession of his corps, otherwise than through fair wear and tear or unavoidable accident, from the officer, man or men responsible therefor. Recovery of the value of lost or damaged property.
 R.S., c. 41, s. 49.

45. Every man serving in the Canadian Army, who is about to leave Canada, shall first return to the captain or senior officer of his company all articles of public or corps property which he has in his possession, and obtain a written discharge from such officer, which shall be recorded in the books of the unit. Man leaving Canada to return property.
 R.S., c. 41, s. 50.

46. No unit, warrant officer or man other than a unit, warrant officer or man of the Active Force shall at any time appear in uniform or armed or accoutred, except Appearance in uniform armed or accoutred.
 (a) when actually on duty;
 (b) at parade or drill;
 (c) at target practice;
 (d) at reviews or on field days or inspections; or
 (e) by permission of the commanding officer of the unit.

Drill and Training

47. The Governor in Council may order the Canadian Army or any units thereof to drill or train for such period in each year as he may prescribe. Annual drill.

Pay and Allowances

48. (1) Officers, warrant officers and non-commissioned officers of the Active Force shall be entitled to daily pay and allowances at rates to be prescribed by the Governor in Council. Pay of Active Force.

(2) The Governor in Council may, from time to time, fix the sums to be paid to privates of the Active Force, regard being had to length of service, good conduct and efficiency. Governor in Council to fix.

Time served
in regular
forces may
be counted
in certain
cases.

(3) Time served in His Majesty's regular forces may be counted for the purposes of any regulations with regard to pay and allowances in the case of non-commissioned officers and men transferred to the Active Force in connection with the taking over by the Government of Canada of the garrisons of Halifax and Esquimalt.

Pay of active
militiamen.

49. When on active service, during the period of annual drill and training, and when otherwise on duty, the pay and allowances of officers and men of the Canadian Army, other than the Active Force, shall be at such rates as may be prescribed by the Governor in Council. R.S., c. 41, s. 54; 1919, c. 60, s. 3.

Pay for drill.

50. Payments for the drill and training of the Canadian Army shall only be made upon proof of compliance with the regulations concerning the same. R.S., c. 41, s. 55.

Provisions as
to service.

51. When units of the Canadian Army are ordered to assemble in a camp of exercise for drill and training they shall be considered to be on service during the whole of the period for which they were called out, and when so

Rations.

assembled all ranks shall receive rations and shelter at the public expense in addition to their daily pay. R.S., c. 41, s. 56.

Rifle Ranges and Drill Sheds

Rifle ranges

52. At or as near as possible to the headquarters of every regimental division, there may be provided a rifle range with suitable butts, targets and other necessary appliances.

Inspection.

2. All such ranges shall be subject to inspection and approval before being used. R.S., c. 41, s. 57.

Regulations
for practice.

53. The Governor in Council may stop, at such time as is necessary during the target practice of the Canadian Army, the traffic on any roads, not being mail roads that cross the line of fire, and may make such other regulations for conducting target practice and registering the results thereof, and for the safety of the public, as are necessary, and may impose penalties for wilful damage to any such butts, targets and appliances. R.S., c. 41, s. 58.

Compensation
for injuries to
person or
property.

54. His Majesty shall be liable to make compensation for the death of any person, or for any injury to the person or to property, arising from the use of any such rifle range or of any rifle range under the control of the Department of National Defence for target practice, carried on in accordance with the regulations of the Governor in Council in that behalf.

Negligence.

2. There shall be no claim to compensation

Spectator or
official.

(a) where death or injury to the person is due to negligence on the part of the person killed or injured;

(b) where such person at the time death or injury was sustained was present as a spectator at the shooting, or for the purpose of taking part in the shooting, or in some official or other capacity in connection therewith; or

Negligence
of owner.

(c) in case of injury to property, where such injury is due to negligence on the part of the owner of the property. R.S., c. 41, s. 59.

55. For the purpose of erecting works of defence, artillery ranges, or rifle ranges, shooting privileges, without any further property right, may be acquired on land adjoining such works of defence or ranges. Shooting privileges.

2. Compensation therefor shall be subject to the provisions of the Expropriation Act. R.S., c. 41, s. 60. Compensation.

56. (1) Any land now held or hereafter acquired by His Majesty for the purposes of the Canadian Army and found unnecessary to be retained further may be sold or disposed of by direction of the Governor in Council or leased by the Minister for period not exceeding one year. Canadian Army land not required may be disposed of.

(2) If any portion of the cost of such lands, or of any building thereon, has been defrayed by the municipality in which the land is situate, a fair proportion of the proceeds, to be determined by the Governor in Council, may be returned to such municipality or expended therein for other purposes of the Canadian Army of a permanent nature. Application of proceeds.

Rifle Associations and Clubs

57. The Governor in Council may make regulations— Regulations.

(a) for the management of rifle associations and clubs, existing or hereafter formed; Management.

(b) for prescribing the constitution, objects and duties of such associations and clubs, and the conducting of their business and rifle meetings; and Constitution.

(c) for furnishing rifles and ammunition for the training and practice of persons, whether they are, or are not, members of the Canadian Army. R.S., c. 41, s. 62. Rifles and ammunition.

58. In case of emergency the members of rifle associations and clubs shall become members of the Canadian Army, and shall be under the command of the officer commanding a command; and so long as the emergency exists, and until lawfully discharged, all members of such associations and clubs shall remain members of the Canadian Army, and shall be subject to drill, training and discipline to the same extent as other members thereof. R.S., c. 41, s. 63. On emergency, members become militiamen.

Cadet Corps

59. The Minister may

(a) authorize boys over twelve years of age, who are attending school, to be formed into school cadet corps; School cadets.

(b) authorize boys over fourteen years of age, and under eighteen years of age, to be formed into senior cadet corps; Senior cadets.

(c) authorize cadet corps, or any portion thereof, or any members thereof, to drill or train for a period of not more than thirty days in each year. R.S., c. 41, s. 64; 1912, c. 34, s. 2. Cadet corps.

60. Each cadet corps shall be subject to the authority and under the command of such officer as may be appointed by the Minister. Cadet corps command.

61. Cadet corps shall be drilled and trained as prescribed by the Minister and may be furnished with arms, ammunition and equipment under conditions prescribed by him. Drill and equipment.

Liability to service.

62. Cadet corps shall not be liable to service in the Militia in any emergency, save only in the case of a *levée en masse*. R.S., c. 41, s. 67.

Calling Out the Canadian Army

Regulations for calling out Canadian Army.

63. The Canadian Army or any part thereof may be called out for any military purpose other than drill or training and any officer or man of the Canadian Army may be called out for any military purpose at such times and in such manner as is prescribed by the Governor in Council.

Active Service

Active service.

64. The Governor in Council may place the Canadian Army, or any part thereof, on active service anywhere in Canada, and also beyond Canada, for the defence thereof, at any time when it appears advisable so to do by reason of emergency. R.S., c. 41, s. 69.

Attendance at rendezvous.

65. Every member of the Canadian Army called out for active service, shall attend at such time and place as is required by the officer commanding him, with any arms, accoutrements, ammunition and equipment he has received, and with such provisions as such officer directs. R.S., c. 41, s. 70.

Calling of Parliament.

66. Whenever the Governor in Council places the Canadian Army or any part thereof, on active service, if Parliament is then separated by such adjournment or prorogation as will not expire within ten days, a proclamation shall be issued for the meeting of Parliament within fifteen days, and Parliament shall accordingly meet and sit upon the day appointed by such proclamation, and shall continue to sit and act in like manner as if it had stood adjourned or prorogued to the same day. R.S., c. 41, s. 71.

Command in time of war.

67. In time of war, when the Canadian Army is called out for active service to serve conjointly with His Majesty's regular forces, His Majesty may place in command thereof a senior general officer of his regular army. R.S., c. 41, s. 72.

68. Deleted.

Army Act applicable to Canadian Army.

69. (1) The Governor in Council may from time to time make applicable to the Canadian Army for the government thereof any or all of the provisions of the Army Act and any or all of the rules, regulations or orders made pursuant thereto for the time being in force in the United Kingdom which are not inconsistent with the provisions of this Act and may modify or amend such provisions, rules, regulations or orders so as to adapt them to the circumstances of the Canadian Army. Those provisions of the Army Act and any rules, regulations or orders made thereunder so applied and any modifications thereof or amendments thereto made by the Governor in Council under this section shall have the same force and effect as if they had been enacted by the Parliament of Canada for the government of the Canadian Army.

When in force.

(2) Officers and men of the Active Force and members of the permanent staff of the Canadian Army shall at all times be subject to all laws, regulations and orders relating to the

Canadian Army and all other officers and men of the Canadian Army shall be subject to such laws, regulations and orders

- (a) from the time of being placed on active service;
- (b) during the period of annual drill or training under the provisions of this Act;
- (c) at any time while upon military duty or in the uniform of his unit or within any rifle range or any armoury or other place where arms, guns, ammunition or other military stores are kept, or within any drill shed or other building or place used for purposes of the Canadian Army;
- (d) during any drill or parade of his unit at which he is present in the ranks;
- (e) when going to or from the place of drill or parade; and
- (f) at any drill or parade of his unit at which he is present as a spectator whether in uniform or not.

70. Whenever any officer, non-commissioned officer or man of the Royal Canadian Mounted Police Force is serving with the Canadian Army by order of the Governor in Council, every such officer, non-commissioned officer and man shall be subject to this Act in the same manner and to the same extent as the Canadian Army. R.S., c. 41, s. 75.

Officers and men of Royal Canadian Mounted Police when serving with the Canadian Army.

71. Every officer or man charged with any offence committed while serving in the Canadian Army, shall, while so serving, be liable to be tried by court-martial, and if convicted to be punished therefor.

Trial by court-martial while serving.

2. Every such officer or man so charged with any offence notwithstanding he has been discharged from the Canadian Army or that the corps to which he belongs or belonged is relieved from active service, may be tried, convicted and punished by court-martial for such offence, within six months after being so discharged, or after such unit is so relieved from active service.

After discharge for offence while serving.

3. Any officer or man of the Canadian Army may be tried by court-martial for the crime of desertion at any time, without reference to the length of time which has elapsed since his desertion. R.S., c. 41, s. 76.

Trial for desertion.

72. Every member of the Canadian Army called out for active service who absents himself without leave from his unit for a longer period than seven days, may be tried by court-martial as a deserter. R.S., c. 41, s. 77.

Absent over seven days.

73. When any officer or soldier is killed on active service, or dies from wounds or disease contracted on active service, drill or training, or on duty, provision shall be made for his wife and family out of the public funds at the prescribed rates. R.S., c. 41, s. 78.

Provision for families of men killed.

74. Every case of permanent disability, arising from injuries received or illness contracted on active service, drill or training, or on duty, shall be reported on by a medical board and compensation awarded, under such regulations as are made, from time to time, by the Governor in Council. R.S., c. 41, s. 79.

And for men permanently disabled.

Canadian
Army may be
called out
to suppress
riot.

75. The Canadian Army, or any unit thereof, shall be liable to be called out for active service within or without the municipality in which such unit is raised or organized, with their arms, ammunition and equipment, in aid of the civil power, in any case in which a riot or disturbance of the peace requiring such service occurs, or is, in the opinion of the civil authority hereinafter designated in that behalf, anticipated as likely to occur, which is beyond the powers of the civil authorities to suppress, or to prevent, or to deal with. 1924, c. 57, s. 1.

Attorney
General may
requisition
Canadian
Army upon
judge's
notification.

76. In any case where a riot or a disturbance occurs, or is anticipated as likely to occur, the Attorney General, or the acting Attorney General, of the province in which is situated the place where such riot or disturbance occurs, or is anticipated as likely to occur, on his own motion or upon receiving notification from a judge of a superior or county or district court, having jurisdiction in such place, that the services of the Canadian Army are required in aid of the civil power, may by requisition in writing addressed to the Officer Commanding a Command in which such place is situated, require the Canadian Army or such portion thereof as the Officer Commanding a Command considers necessary, to be called out on active service in aid of the civil power. 1924, c. 57, s. 1.

Officers to
call out
Canadian
Army.

77. The Officer Commanding a Command, if he is present in the Command and able to act, or if he is not so present, or from sickness or other cause unable to act, the officer appointed to administer the Command or for the time being performing the duties of Officer Commanding a Command shall call out the Canadian Army in the Command of which he is in command, or such portion thereof as he considers necessary for the purpose of suppressing or preventing any such actual or anticipated riot or disturbance upon receiving a requisition in writing made by the authority hereinbefore designated in that behalf: Provided that, so far as the Active Force is available, it shall be employed upon the duty of suppressing or preventing such actual or anticipated riot or disturbance, and recourse shall not be had to other Canadian Army units except to the extent that the Active Force is not sufficient or not available. 1924, c. 57, s. 1.

Proviso as
to Active
Force.

Power to
call out
Canadian
Army in
other
Commands.

78. The power to call out the Canadian Army, or such portion thereof as he considers necessary, vested by the preceding section in an Officer Commanding a Command, or the officer appointed to administer the Command, or, for the time being, performing the duty of Officer Commanding a Command, as the case may be, shall extend only to the calling out of the Canadian Army in the Command of which he is in command.

2. If the said Officer Commanding a Command, or other officer aforesaid considers that the services of the Canadian Army in Commands other than the one of which he is in command are necessary for the purpose of suppressing or preventing any such actual or anticipated riot or disturbance, the said Officer Commanding a Command or other officer aforesaid shall notify the Chief of the General Staff of the number of officers and other ranks, together with their horses and equipment which he still considers necessary, of which number the said Officer Commanding a Command or other officer aforesaid shall be the sole judge, and upon receiving

such notification the Chief of the General Staff may call out such of the Canadian Army as in his judgment are available to meet the requirements of the said Officer Commanding a Command, or other officer aforesaid, as set forth in such notification, and shall cause them to be despatched to the said Officer Commanding a Command, or other officer aforesaid 1924, c. 57, s. 1.

79. Any statement of fact contained in any requisition made under the provisions of this Act shall be final and binding upon the province concerned, and any such statements of fact shall not be open to dispute by the officer upon whom such requisition is made. 1924, c. 57, s. 1.

Statements of fact to be binding and not open to dispute.

30. The requisition may be in the following form, or Form of to the like effect, and the form may be varied to suit the requisition. facts of the case:—

Province of }
To wit: }

Whereas information has been received by me from **Form.** responsible persons (or a notification has been received by me from the county (district) court judge having jurisdiction in such place), that a riot or disturbance of the peace beyond the powers of the civil authorities to suppress (or to prevent or to deal with), and requiring the aid of the Canadian Army to that end has occurred and is in progress (or is anticipated as likely to occur) at

And whereas it has been made to appear to my satisfaction that the services of the Canadian Army are required in aid of the civil power.

Now Therefore I, the Attorney General of
under and by virtue of the powers conferred by the Militia
Act do hereby require you to call out the Canadian Army
or such portion thereof as you consider necessary for the
purpose of suppressing (or preventing or dealing with) such
riot or disturbance.

I, the said Attorney General, hereby undertake that all expenses and costs incurred by the Canadian Army, or any part thereof, being called out or serving in aid of the civil power pursuant to this requisition shall be paid to His Majesty by the said Province.

Dated at this 19 .

Attorney General.

1924, c. 57, s. 1.

81. In every requisition in writing as aforesaid it shall be stated that information has been received by the Attorney General from responsible persons or, as the case may be, that a notification has been received, by the Attorney General from the county court or district court judge, or from a judge of a superior court, as the case may be, that a riot or disturbance beyond the powers of the civil authorities to suppress or to prevent or to deal with as the case may be has occurred, or is anticipated as likely to occur and that the services of the Canadian Army are required in aid of the civil power. The said requisition shall further state that it has been made to appear to the satisfaction of the said Attorney General that the services of the Canadian Army are so required.

Requisition to contain undertaking that the province shall pay costs.

2. Moreover in every case there shall be embodied in the requisition, which shall be signed by the Attorney General, an unconditional undertaking that the province shall pay to His Majesty all expenses and costs incurred by His Majesty by reason of the Canadian Army, or any part thereof, being called out or serving in aid of the civil power as by the requisition required.

Statements of fact to be binding upon the province and not open to dispute.

3. Every statement of fact contained in any requisition made under the provisions of this Act shall be conclusive and binding upon the province on behalf of which the requisition is made; and every undertaking or promise in any such requisition contained shall be binding upon the province and not open to any question or dispute by reason of any alleged incompetence or lack of authority on the part of the Attorney General to make the same, or for any other reason.

Enquiry and report by Attorney General.

4. In every case where a requisition is made by an Attorney General of a province requiring the Canadian Army or any part thereof to be called out in aid of the civil power, the Attorney General who made the said requisition shall, within seven days after the making of such requisition, cause an enquiry to be made into the circumstances which occasioned the calling out of the Canadian Army or any part thereof, and shall send a report upon such circumstances to the Secretary of State. 1924, c. 57, s. 1.

Officers and men shall have powers and duties of special constables.

82. The officers and men of such Canadian Army when so called out, shall, without any further authority or appointment, and without taking oath of office, be held to have and may exercise, in addition to their military powers and duties, all the powers and duties of special constables, so long as they remain so called out, but they shall act only as a military body, and shall be individually liable to obey the orders of their military superior officer.

Duty.

2. Every officer and man of the Canadian Army, at all times and while so called out, shall obey the orders of his military superior officer. 1924, c. 57, s. 1.

Remaining on duty and withdrawal of Canadian Army.

83. The Canadian Army when so called out shall remain on duty in such strength as the officer commanding a command or other officer who has called them out deems necessary, or shall order, until notification is received from the authority which made the requisition for calling out the Canadian Army that their services are no longer required in aid of the civil power, and the said officer commanding a command or other officer may from time to time as in his opinion the exigencies of the case require increase or diminish the number of officers and men called out. 1924, c. 57, s. 1.

Increase or decrease of force.

Province to pay expenses and costs.

84. All expenses and costs incurred by His Majesty by reason of any of the Canadian Army being so called out in aid of the civil power, shall be paid to His Majesty by the province of which the Attorney General made the requisition requiring them to be so called out.

Unpaid balances retained from grants.

2. His Majesty may retain from any annual grant payable by Canada to such province and under the control of the Parliament of Canada, any unpaid balance of moneys due to His Majesty by such province under the provisions of this section. 1924, c. 57, s. 1.

85. Such moneys as are required to meet the expense and costs occasioned by the calling out of the Canadian Army as hereinbefore provided and for their services shall, pending payment by the province, be advanced in the first instance out of the Consolidated Revenue Fund by the authority of the Governor in Council, but shall be payable by and recoverable from the province to and by His Majesty as moneys paid by the latter to and for the use of the province at the request of the latter. 1924, c. 57, s. 1.

Advances in first instance.

Recovery.

Billeting of the Canadian Army

86. The Governor in Council may make regulations for the quartering, billeting, and cantoning of the Canadian Army, and may, by such regulations, impose penalties, not exceeding fifty dollars, for any breach thereof. R.S., c. 41, s. 91.

Regulations.

87. Nothing in this Act or the regulations shall authorize the quartering or billeting of the Canadian Army, or any part thereof, in any house occupied solely by females, or oblige the occupiers of any such house to receive the Canadian Army, or any part thereof, or to furnish them with lodging or house room. R.S., c. 41, s. 92.

Canadian army not to be quartered in houses occupied by females solely.

Transport

88. The Governor in Council may make regulations requiring any person in whom any means of conveyance or transportation is vested or any employee of any such person to convey to and from any point or place any portion of the Canadian Army together with all its equipment and stores as may be required to be carried or conveyed; and such person or employee shall thereupon provide the necessary means of conveyance or transportation together with the persons and materials necessary for their use within a reasonable time before such order is to be complied with.

Regulations for transport.

89. The rates of hire or recompense for the transport of the Canadian Army or any portion thereof and its equipment and stores shall be fixed by the Governor in Council.

Rates of hire.

90. When the Governor in Council declares that an emergency has arisen in which it is expedient for the public service that the Government should have control of the railways in Canada, or any of them, the Minister may, by warrant under his hand, empower any person or persons named in such warrant to take possession, in the name or on behalf of His Majesty, of any railway in Canada, and of the plant belonging thereto, or of any part thereof, or to take possession of any plant without taking possession of the railway itself, and to use it for His Majesty's service at such times and in such manner as the Minister directs; and the directors, officers and servants of such railway shall obey the directions of the Minister as to the use of the railway or plant as aforesaid for His Majesty's service.

Government may take possession of railways on emergency.

Minister directs use.

2. Any such warrant granted by the Minister shall remain in force so long as, in the opinion of the Minister, the emergency exists. R.S., c. 41, s. 95.

Duration of control.

Compensation
to owners.

91. There shall be paid to any person whose railway or plant is taken possession of in pursuance of this Act, out of moneys to be provided by Parliament, such full compensation, for any loss or injury he sustains by the exercise of the powers of the Minister under the last preceding section, as is agreed upon between the Minister and the said person, or, in case of difference, as is fixed upon reference to the Exchequer Court of Canada. R.S., c. 41, s. 96.

Saving as to
existing
contracts.

92. Where any railway or plant is taken possession of in the name or on behalf of His Majesty in pursuance of this Act, all contracts and engagements between the person whose railway is so taken possession of and the directors, officers and servants of such person, or between such person and any other person, in relation to the working or maintenance of the railway or in relation to the supply or working of the plant of the railway, which would, if such possession had not been taken, have been enforceable by or against the said person, shall, during the continuance of such possession, be enforceable by or against the Government of Canada. R.S., c. 41, s. 97.

Courts of Inquiry and Courts-Martial

Courts of
inquiry.

93. (1) The Governor in Council may make regulations for the convening of courts of inquiry and the composition thereof for the purpose of investigating and reporting on any matter connected with the government or discipline of the Canadian Army or with the conduct of any officer or man thereof.

Regulations
for convening.

(2) The Governor in Council may make regulations for the convening of courts-martial and the jurisdiction and composition thereof for the purpose of trying any officer or man of the Canadian Army for any offence under this Act or for the purpose of trying any other person punishable under this Act.

Power to
approve, etc.,
sentences
reserved to
G. in C.

(3) The Governor in Council shall approve, confirm, mitigate or remit sentences of all courts-martial and may direct that the record of a conviction by a court-martial be removed and the accused relieved from all consequences of his trial. The Governor in Council may delegate to any military authority all or any of the duties and powers mentioned in this subsection; provided that no sentence of death passed by any court-martial shall be carried into effect until approved by the Governor in Council.

Proviso
re death
sentence.

94. Deleted.

Remuneration.

95. The remuneration of persons attending such courts may be fixed by the Governor in Council. R.S., c. 41, s. 100.

Attendance
of witnesses.

96. Every person required to give evidence before a court-martial may, in the manner from time to time prescribed by the Governor in Council, be summoned and ordered to attend.

Courts-martial
general for
trial of
foreigners.

97. If any person, being a citizen or subject of any foreign state or country at peace with His Majesty, is or continues in arms against His Majesty, within Canada, or commits any act of hostility therein, or enters Canada with design or intent to levy war against His Majesty, the Governor in Council may order the assembling of a militia general court-martial for the trial of such person, under this Act.

2. Upon being found guilty by such court-martial of offending against the provisions of this section, such person shall be sentenced by such court-martial to suffer death, or such other punishment as the court awards. R.S., c. 41, s. 102.

Sentence.

98. Every subject of His Majesty, within Canada, who levies war against His Majesty, in company with any of the subjects or citizens of any foreign state or country then at peace with His Majesty, or enters Canada in company with any such subjects or citizens with intent to levy war on His Majesty, or who, with the design or intent to aid and assit, joins himself to any person or persons whomsoever, whether subjects or aliens, who have entered Canada with design or intent to levy war on His Majesty, may be tried and punished by a militia general court-martial, in the same manner as any citizen or subject of a foreign state or country at peace with His Majesty may be tried and punished under the last preceding section. R.S., c. 41, s. 103.

Courts-martial general for trial of subjects.

99. Deleted.

Evidence

100. The production of a commission or appointment, warrant or order in writing, purporting to be granted or made according to the provisions of this Act, shall be *prima facie* evidence of such commission or appointment, warrant or order, without proving the signature or seal thereto, or the authority of the person granting or making it. R.S., c. 41, s. 105.

Proof of commissions.

101. A copy of the *Canada Gazette* purporting to contain General Orders issued to the Canadian Army shall be evidence of such orders. R.S., c. 41, s. 106.

Proof of general orders.

102. A record in the books of the unit of any man serving in the Canadian Army, of his having received and not having returned any articles of public clothing, or other public or unit property, shall be evidence that the same are in his possession. R.S., c. 41, s. 107.

Proof of possession of property.

Offences and Penalties

103. Every medical practitioner, who signs a false certificate in respect of any case of permanent disability, arising from injuries received or illness contracted on active service, drill, or training, or on duty, coming before a medical board for report, shall incur a penalty of four hundred dollars. R.S., c. 41, s. 108.

Medical practitioner signing false certificate.

104. The forging or counterfeiting of any stamped signature of the Governor General, in use for stamping commissions granted or issued under this Act, or the uttering thereof, knowing it to be forged or counterfeited, shall be an indictable offence, punishable in like manner as the forgery of the privy seal or seal-at-arms of the Governor General. R.S., c. 41 s. 109.

Forging stamped signature of Governor General. Penalty.

105. Every person who leaves Canada with any article of public clothing or other public or unit property in his possession, is guilty of theft, and may be tried therefor at any time. R.S., c. 41 s. 110.

Leaving Canada with Canadian army property.

- Claiming pay for drill performed irregularly.
- 106.** Any officer who knowingly
- claims pay on account of any drills performed with his unit for any man belonging to any other unit;
 - claims pay for officers or men not present; or
 - includes in any parade state, or other return, the name of any person not duly enlisted;
- is guilty of an indictable offence.
- Receiving pay in such case.
- 2.** Every man who claims, or has received pay on account of any drill performed in the ranks of any other than his own proper unit, or in more than one unit in any one year is guilty of an indictable offence. R.S., c. 41, s. 111.
- Unlawfully retaining pay of others.
- 107.** Any officer or man who obtains by means of any false pretense, or who unlawfully retains or keeps in his possession, any of the pay or moneys belonging to any other officer or man, is guilty of an indictable offence. R.S., c. 41, s. 112.
- False returns.
- 108.** Any officer or man who knowingly signs a false parade state, roll or pay-list, or any false return whatsoever, is guilty of an indictable offence. R.S., c. 41, s. 113.
- Refusing required information or giving false information.
- 109.** Every person of whom information is required by any officer making any roll, in order to enable such officer to comply with the provisions of this Act, who when applied to by such officer
- refuses to give such information;
 - gives false information;
 - refuses to give his own name and proper information; or
 - gives a false name or false information;
- shall,
- for each item of information demanded and refused;
 - for each item of information falsely stated;
 - for refusing to give his own name or proper information; or
 - for giving a false name or false information;
- incur a penalty not exceeding twenty dollars. R.S., c. 41, s. 114.
- Refusing to make enrolment or ballot.
- 110.** Every officer and every man of the Canadian Army who refuses or neglects to make any enrolment or ballot, or to make or transmit, as herein prescribed, any roll or return or copy thereof, required by this Act or by the regulations, shall incur a penalty, if an officer, not exceeding fifty dollars, and, if a man, not exceeding twenty-five dollars, for each offence. R.S., c. 41, s. 115.
- Penalty.
- 111.** Every man drafted for service in the Canadian Army, who refuses or neglects to take the oath or to make the declaration hereinbefore prescribed, when tendered to him by a justice of the peace or by any commissioned officer duly authorized for that purpose, shall on summary conviction before two justices of the peace be liable to imprisonment for a term not exceeding six months, and for every subsequent neglect or refusal to a further imprisonment not exceeding twelve months. R.S., c. 41, s. 116.
- Men drafted refusing to be sworn.
- 112.** Every officer and man of the Canadian Army, and every person whatsoever, who at any parade, or on any other occasion for any of the purposes required by this Act, falsely personates another is guilty of an indictable offence, and liable to a fine not exceeding one hundred dollars. R.S., c. 41, s. 117.
- Penalty.
- Personation on parade.

- 113.** Every officer and man of the Canadian Army who refuses or neglects to assist his commanding officer in making any roll or return, or refuses or neglects to obtain or to assist him in obtaining any information which he requires in order to make or correct any roll or return, shall incur a penalty, if an officer not exceeding fifty dollars, and if a man, not exceeding twenty-five dollars, for each offence. R.S., c. 41, s. 118. Refusing to assist in making rolls. Penalty.
- 114.** Every person required by this Act to give to the commanding officer of any company, or to any officer or non-commissioned officer thereof, any notice or information necessary for making or correcting the roll of any company, who refuses or neglects to give such notice or information to any such officer, demanding it at any reasonable hour and place, shall incur a penalty of ten dollars for each offence. R.S., c. 41, s. 119. Or to give information for making them. Penalty.
- 115.** Every officer and man of the Canadian Army who, without lawful excuse, neglects or refuses to attend any parade or drill or training at the place and hour appointed therefor, or who refuses or neglects to obey any lawful order at or concerning such parade, drill or training, shall incur a penalty, if an officer, of ten dollars, and if a man of five dollars for each offence. Refusing to attend drill. Penalty.
- 2.** Every day's absence shall be held to be a separate offence. R.S., c. 41, s. 120. Cumulative absence.
- 116.** Every person who interrupts or hinders any portion of the Canadian Army at drill, or trespasses on the bounds set out by the proper officer for such drill, shall incur a penalty of five dollars for each offence, and may be taken into custody and detained by any person by the order of the commanding officer until such drill is over for the day. R.S., c. 41, s. 121. Hindering Canadian army at drill. Penalty.
- 117.** Every officer and man of the Canadian Army who disobeys any lawful order of his superior officer, or who when on service is guilty of any insolent or disorderly behaviour towards such officer, shall incur a penalty, if an officer, of twenty-five dollars, and if a man, of ten dollars for each offence. R.S., c. 41, s. 122. Disobedience or insolent behaviour. Penalty.
- 118.** Every man who fails to keep in proper order any arms or accoutrements delivered or entrusted to him, or who appears at drill, parade or on any other occasion, with his arms or accoutrements out of proper order, or unserviceable, or deficient in any respect, shall incur a penalty of four dollars for each such offence. R.S., c. 41, s. 123. Not keeping arms in proper order. Penalty.
- 119.** Every person who
- (a) unlawfully disposes of or removes any arms, accoutrements or other articles belonging to the Crown or unit;
 - (b) refuses to deliver up any arms, accoutrements or other articles in his possession belonging to the Crown or unit when lawfully required; or
 - (c) has in his possession any arms, accoutrements or other articles belonging to the Crown or units except for lawful cause, the proof of which shall be upon him;
- shall incur a penalty of twenty dollars for each offence. Unlawfully disposing of arms or property and unlawful possession. Penalty.
- 2.** Every such person may be arrested by order of the justice of the peace before whom a complaint is made, upon Arrest.

affidavit showing that there is reason to believe that such offender is about to leave Canada, carrying with him any such arms, accoutrements or articles.

As to greater offence. 3. Nothing in this section shall prevent such person from being indicted and punished for any greater offence if the facts amount to such greater offence. R.S., c. 41, s. 124.

Refusing aid to civil power.

120. Every officer and man of the Canadian Army who, when his unit is lawfully called upon to act in aid of the civil power, refuses or neglects to go out with such unit, or to obey any lawful order of his superior officer, shall, if an officer, incur a penalty not exceeding one hundred dollars, and if a man, a penalty not exceeding twenty dollars for each offence. R.S., c. 41, s. 125.

Penalty.

121. Every person who

Resisting calling out.

(a) resists any calling out of any man enlisted or drafted under regulations, or any process prescribed for enforcing enrolment by ballot;

Counselling to resist.

(b) counsels or aids any person to resist any calling out of any man, enlisted or drafted under the regulations, or under any process prescribed for enforcing enrolment by ballot, or the performance of any service in relation thereto;

Not to appear.

(c) counsels or aids any man enlisted or liable to military service, not to appear at the place of rendezvous;

Dissuading.

(d) dissuades any man enlisted or liable to military service, from the performance of any duty he is required by law or regulation to perform;

Acts detrimental.

(e) does any act to the detriment of any man enlisted or liable to military service, in consequence of his having performed any such duty;

Interfering with drill.

(f) interferes with the drill or training of any unit or portion thereof; or

Obstructing unit.

(g) obstructs any unit or portion thereof, on the march or elsewhere;

Penalty.

shall incur a penalty not exceeding one hundred dollars. R.S., c. 41, s. 126.

Refusal to furnish transport.

122. Any person lawfully required under this Act, or the regulations, to furnish a means of conveyance or transportation or the conveyance or use of any portion of the Canadian Army, who refuses or neglects to furnish it, shall be liable to a penalty not exceeding five hundred dollars and in default of payment to imprisonment for a term not exceeding one year, with or without hard labour, or to both the penalty and imprisonment, at the discretion of the court.

Penalty.

Unauthorized use of rifle range.

123. Every person, not being at the time an officer or man of the Canadian Army, or a member of a rifle association or club formed or recognized under regulations, who, without the consent of the person in charge of such rifle range, or of some person authorized in that behalf by regulations, uses for target practice a rifle range which has been inspected and approved, shall incur a penalty not exceeding twenty-five dollars. R.S., c. 41, s. 128.

Penalty.

Other violations.

124. Every person who wilfully violates any provision of this Act, shall, when no other penalty is imposed for such violation, incur a penalty not exceeding twenty dollars, for each offence.

2. Nothing in this section shall prevent his being indicted and punished for any greater offence if the facts amount to such greater offence. R.S., c. 41, s. 129. Penalty.

124A. For the purposes of section sixty-nine of this Act, the Army Act shall be deemed not to be inconsistent with anything contained in sections one hundred and three to one hundred and twenty-four inclusive of this Act. Army Act
not inconsistent.

Procedure

125. Except as otherwise herein provided, every penalty incurred under this Act shall be recoverable, with costs, on summary conviction, before one justice of the peace. Recovery of
penalties.

2. In default of immediate payment on conviction, the convicting justice may commit the person so convicted to the common gaol of the territorial division for which the said justice is then acting, or to some lock-up situate therein, for a term not exceeding forty days, if the penalty does not exceed twenty dollars, and for a term not exceeding sixty days, if it exceeds that sum. R.S., c. 41, s. 130. Imprisonment
in default of
payment.

126. (1) No prosecution against any officer in the Canadian Army for any penalty under this Act or under any regulation made hereunder shall be brought, except on the complaint of the Adjutant General or an Officer Commanding a Command.

2. No prosecution against any man in the Canadian Army for any penalty under this Act, or under any regulation, shall be brought except on complaint by or in the name of the commanding officer or adjutant of the unit or captain of the company or unit, to which such man belongs or belonged. Prosecution
against men.

3. The officer for the time being commanding the said unit or company may authorize any officer of the Canadian Army to make such complaint in his name, and the authority of any such officer alleging himself to have been so authorized to make any complaint, shall not be controverted or called in question except by the officer commanding the said unit or company. Authority for
complaint.

4. No such prosecution shall be commenced after the expiration of six months from the commission of the offence charged excepting for the offence of unlawfully buying, selling or having in possession arms, accoutrements or other articles belonging to the Crown or unit, or for desertion. R.S., c. 41, s. 131. Within
what time.

127. Every sum of money which any person or corporation is, under this Act, liable to pay or repay to the Crown or which is equivalent to the damages done to any arms or any other property of the Crown used for military purposes, shall be a debt due to the Crown, and may be recovered as such. R.S., c. 41, s. 132. Recovery of
sums payable
to Crown.

128. Every bond to the Crown entered into by any person before any judge or justice of the peace, or officer of the Canadian Army, in conformity with any general order or regulation for the purpose of securing the payment of any sum of money, or the performance of any duty or act hereby required or authorized, shall be valid and may be enforced accordingly. R.S., c. 41, s. 133. Bonds under
this Act valid.

129. For the purpose of legal proceedings, all moneys subscribed by or for, or otherwise appropriated to the use of, any unit, and all arms, ammunition, clothing, equipment, Property of
units vested in
His Majesty.

musical instruments, or other things belonging to, or used by, any unit, shall be deemed to be the property of His Majesty. R.S., c. 41, s. 134.

- Contempt of court-martial.** **139.** If any person who is not enrolled in the Canadian Army is summoned as a witness before a court-martial, and after payment or tender of the reasonable expenses of his attendance, makes default in attending, or, being in attendance as a witness
- Refusing oath.** (a) refuses to take an oath or affirmation lawfully required by the court to be taken;
- Documents.** (b) refuses to produce any document in his power or control lawfully required by the court to be produced by him;
- (c) refuses to answer any question to which the court lawfully requires an answer; or
- Disturbance.** (d) is guilty of any contempt of the court-martial by causing any interruption or disturbance in its proceedings;
- Certifying contempt.** the president of the court shall certify the default, refusal or contempt of such person under his hand to a judge of any court of justice in the locality having power to punish persons guilty of like offences in that court.
- Punishment.** 2. Such court may thereupon inquire thereinto, hearing such person and any witnesses that may be produced for or against him and, if such person is found guilty, punish him in like manner as if he had committed the offence in a proceeding in such court. R.S., c. 41, s. 135.

Execution of Warrants and Sentences

- Detention in gaol.** **131.** The governor, keeper or warden of every gaol, prison or penitentiary in Canada, shall receive and detain, according to the exigency of any warrant under the hand of any district officer commanding, or other person authorized under the regulations to issue a warrant, any person mentioned in such warrant and delivered into his custody, and shall confine such prisoner until discharged or delivered over in due course of law.
- Cognizance of warrant.** 2. Every such governor, keeper or warden shall take cognizance of any warrant purporting to be signed by any such officer as aforesaid. R.S., c. 41, s. 136.
- Imprisonment in a penitentiary.** **132.** (1) Any prisoner duly sentenced for any term by any court-martial, or by any military authority may be sentenced to imprisonment in a penitentiary.
- Imprisonment in gaol.** (2) If such prisoner is sentenced to a term less than two years, he may be sentenced to imprisonment in a common gaol or in some other lawful prison or place of confinement other than a penitentiary in which imprisonment may be lawfully executed.
- Imprisonment in a place specially appointed.** **133.** Any officer or man of the Canadian Army sentenced to be imprisoned may, if the Minister by regulation or otherwise directs, be imprisoned in any place specially appointed therefor, instead of in a gaol, prison or penitentiary.

Enforcing Act—Protection

- Place and time of actions.** **134.** Every action against any officer or person, for anything purporting to be done in pursuance of this Act, or of any regulation, shall be laid and tried in the judicial district where

the act complained of was done, and shall be commenced within six months from the time of the act committed.

2. In any such action the defendant may plead the general issue and give this Act and the special matter in evidence at the trial. General issue.

3. No plaintiff shall recover in any such action if a tender of sufficient amends was made before the action was brought, or if a sufficient sum of money has been paid into court by the defendant after the action was brought: Provided that where money is paid into court after action brought and without tender before action the plaintiff may in the discretion of the court recover costs of action down to the time of such payment into court. Tender of amends.
Proviso as to costs. R.S., c. 41, s. 139.

135. No action shall be brought against any officer or person for anything purporting to be done in pursuance of this Act, or of any regulation, until at least one month after notice in writing of such action has been served upon him, or left at his usual place of abode. Notice of action.

2. In such notice the cause of action, and the court in which it is to be brought, shall be stated, and the name and place of abode of the claimant and his solicitor shall be endorsed thereon. Contents of notice. R.S., c. 41, s. 140.

Orders—Notification

136. All general orders issued to the Canadian Army shall be held sufficiently notified to all persons whom they concern by their insertion in the *Canada Gazette*. Notice of general orders. R.S., c. 41, s. 141.

137. Every order made by the commanding officer of any unit of the Canadian Army, other than the Active Force, shall be held to be sufficiently notified to all persons whom it concerns, by insertion in some newspaper published in the regimental division in which such unit is situated, or, if there is no such newspaper, then by posting a copy thereof in a post office, or in some other public place, in each company division affected by such order. Other orders. R.S., c. 41, s. 142.

138. It shall not be necessary that any order or notice under this Act be in writing, unless herein required to be so, if it is communicated to the person who is to obey or be bound by it, either directly by the officer or person making or giving it, or by some other person by his order. When in writing. R.S., c. 41, s. 143.

Regulations

139. The Governor in Council may make regulations for carrying this Act into effect, for the organization, discipline, efficiency and good government generally of the Canadian Army, and for anything requiring to be done in connection with the military defence of Canada. Provided that the Governor in Council may empower the Minister to make regulations in respect of any matter relating to the organization, discipline and efficiency of the Canadian Army for which specific provision is not made elsewhere in this Act. Regulations by Governor in Council.
Regulations by Minister.

140. All regulations shall be published in the *Canada Gazette* unless the Governor in Council certifies that such publication might convey secret or confidential information to a Publication.

foreign power and such regulations if so published or so certified shall have the same force and effect in law as if they formed part of this Act.

Laid before
Parliament.

141. All regulations that are required to be published in the *Canada Gazette* shall be laid before Parliament within ten days after publication thereof in the *Canada Gazette*, if Parliament is then in session or, if Parliament is not then in session, within ten days after the next ensuing session thereof.

General

Gift, sale or
other alienation
of money, arms
or equipment
of units.

142. No gift, sale or other alienation, or attempted alienation, by any person, of any money subscribed by or for, or otherwise appropriated to the use of any unit, or of any arms, ammunition, clothing, equipment, musical instruments or other things belonging to, or used by any unit, shall be effectual to pass the property therein without the consent of His Majesty, R.S., c. 41, s. 147.

Payments to
be made by
Governor's
warrant.

143. All sums of money required to defray any expense authorized by this Act may be paid out of the Consolidated Revenue Fund, upon warrant directed by the Governor General to the Minister of Finance.

Account to
Parliament.

2. A detailed account of moneys so expended shall be laid before Parliament during the next session thereof after the same are expended.

Money to be
vested.

3. Except as compensation, for injury arising from acts done under the authority of this Act in case of emergency, and except as to pay and allowances for such of the Canadian Army as are called out in aid of the civil power under the provisions of this Act, no sum of money shall be so paid, unless it is included in some appropriation made by Parliament. R.S., c. 41, s. 148.

House of Commons Bill 14 of 18 Feb 47

APPENDIX II

PLAN SHOWING CHANNELS OF COMMUNICATION IN THE MILITA

Secretary, Department of National Defence

O's C. Units		D.M.O. & I.
D.I.O. (<i>a</i>)		D.M.T.
O's C. Schools of Instruction		D.E.S.
D.E.O.		Director of Signals
D.S.O. (<i>b</i>)		D.S. & T.
D.S. & T.O.		General Officer or Brigadier Commanding a Command
D.M.O.		D.G.M.S.
S.O.O. Headquarters Depot		D.O.S. and D.C.E. & M.E.
D.O.O.		D.C.E. & M.E.
D.O.M.E. (<i>c</i>)		Director Pay Services
Chief Inspector of Arms and Ammunitions.		O.A., C.A.V.S.
D.P.M.		
D.V.O.		
Superintendents, Dominion Arsenals.		

Dotted lines show where a direct channel exists other than the normal.
See paras. II and III.

- (a) To provide for direct and rapid interchange of views on details concerning military and air intelligence.
- (b) To provide for direct line of communication on technical signal matters.
- (c) This channel is to provide a direct line of communication on purely technical matters peculiar to the duties of an O.M.E. In all other matters correspondence will be conducted through the usual channels.

APPENDIX III

ORDERS TO REGULATE ADMISSION TO THE
NATIONAL DEFENCES

General Instructions

1. The following rules are to be observed in granting permission to visit military works:—

- (i) Every practicable facility is to be afforded to officers of the Local Defence Committee, and to those who require to visit military works in the performance of their duties.
- (ii) All who have business in military works are to be required to treat the information they obtain there as confidential.
- (iii) Persons having no business in military works are to be denied access to them.

2. District and other officers commanding are responsible that no unauthorized person gains admission to any military works in their commands.

Admission Without Pass

3. The following may be admitted without passes to military works (except to position-finding cells, torpedo buildings, magazines and storehouses*†):—

Officers, warrant officers, non-commissioned officers and men of the Army, Permanent and Non-Permanent Active Militia, Navy and Marine Forces, and Air Force, when on duty.

4. The following may be admitted without passes to the residential portions only of occupied works:—

- (i) Officers, warrant officers, non-commissioned officers and men of the Army, Permanent and Non-Permanent Active Militia, Navy and Marine Forces, and Air Force.
- (ii) Caretakers.
- (iii) Wives, families, friends and servants of the residents.

Admission With Pass

5. The admission of persons to either defensive or residential portions of completed works otherwise than as specified in paras. 3 and 4 will be by pass.

6. Passes for admission are as follows:—

- (i) Special pass (white), issued only by the adjutant-general. It admits to all works, including position-finding cells, torpedo buildings, magazines, and storehouses.*
- (ii) District pass M.B. 55.....(white).
District pass M.B. 56.....(white and red).
- (iii) Visitor's pass M.B. 57.....(yellow).
- (iv) Works pass M.B. 58.....(red).
- (v) Trading pass M.B. 59.....(blue).

Passes (ii), (iii), (iv), and (v) are issued at the discretion of the D.Os.C. under the conditions hereinafter specified. They are bound in books containing 50 each, with counterfoils. The number of passes issued is to be kept as low as possible. If a pass has been lost or cancelled instructions should immediately be sent to the works concerned to prevent the pass being improperly used.

* Ordnance magazines and storehouses are not referred to in these orders.

† For instructions as to admission to these buildings, see para. 11 of this Appendix.

7. The white district pass will be issued to such officers, warrant officers, non-commissioned officers and men, and members of the staff for engineer services as the D.O.C. may authorize and will be applicable when admission is not covered by the rules in paras. 3, 4, and 11.

8. The visitor's pass will not be issued to any person who is not a British subject, unless the sanction of the Minister has been obtained, and any foreign subject authorized to receive a pass can only be allowed to use it when accompanied by an officer. This pass will in no case admit the holder to position-finding cells, torpedo buildings, magazines, or storehouses.*

9. The works pass will be issued to authorized workmen. A deposit of one dollar may be demanded on issue and will be returned on surrender of the pass, but the exaction of the deposit is left to the discretion of the D.O.C. (See also para. 11.)

10. The trading pass will be issued to tradesmen authorized to enter the residential portion of military works.

11. No person is to be allowed to enter position-finding cells, torpedo buildings, magazines, or storehouses,* without a special pass, unless he has special duties to perform which render his admission necessary, in which case the white and red district pass will be issued. These passes, whether held by officers or others, are only available for admission to the places named thereon. Where officers or soldiers in uniform are ordered to perform military duty, in any position-finding cell, torpedo building, magazine, or storehouse, passes may be dispensed with at the discretion of the D.O.C.

12. Orders are to be issued directing sentries in the first place to refer holders of all passes to the non-commissioned officer of the guard, who will carefully examine the passes and retain all visitors' passes. Sentries will be ordered not to permit the holders of special, district, or visitors' passes to have access to any of the defences, or the holders of district or works passes to have access to any of the buildings mentioned in para. 11 until they have received the orders of the non-commissioned officer of the guard.

13. Information is not to be given regarding the construction of works, or machinery in connection with them, except to British officers in uniform, to holders of the district and works passes when necessary for the performances of their duty, and to holders of the special pass.

14. Except when necessary in the performance of duty, holders of passes of any kind are not to be permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not, nor of any gun, machinery, or apparatus.

15. In each work or establishment which in the opinion of the D.O.C. is of sufficient importance to require special safe-guarding from observation, a register (M.S. book), will be kept in which visitors holding special, district, or visitors' passes will be required to sign their names on entering. The custodian of the register is to note in it against the signature of the person admitted the following particulars:—

- (i) Date of the visit.
- (ii) Description of pass and date for which it is available.
- (iii) Name of the officer issuing the pass and date of issue.

As soon as these particulars have been recorded in the case of a visitor's pass, the pass is to be destroyed by the custodian who will tear it into small pieces and note the fact in the register that he has done so.

16. The register referred to in para. 15 will be inspected by the district or other officer commanding periodically.

* Ordnance magazines and storehouses are not referred to in these orders.

APPENDIX IV

OFFICIAL SECRETS—DIGEST FOR
INFORMATION

1. The attention of all officers, other ranks, and civilians in the employ of the Department of National Defence, is directed to The Official Secrets Act, Chapter 49 of the Statutes of Canada, 1939.

2. In particular, the Act makes it an offence for any of the persons mentioned—

- (a) to approach, inspect or enter, for any purpose prejudicial to the interests of the State, any defence works and establishments, including any place where munitions of war are being made or stored, or where any sketches, plans and information relating thereto are kept;
- (b) to obtain or to communicate to any other person any information which might be, or is intended to be useful to a foreign power;
- (c) to use any information lawfully or unlawfully obtained, or which has been entrusted officially to him in confidence, for the benefit of any foreign power, or in any other manner prejudicial to the interest of the State;
- (d) to retain sketch, plan, or document in his possession or control, when he has no right to retain it, or fails to take reasonable care of, or so conducts himself as to endanger the safety of any such sketch, plan or document, or other information in his possession or control;
- (e) to receive any secret official information, knowing or believing that when he so receives it the same is communicated to him in contravention of the Act, unless he proves that such communication was contrary to his desire.

3. Any of the foregoing offences are punishable by fine not exceeding \$2,000, or by imprisonment for a term not exceeding seven years, with or without hard labour, or to both fine and imprisonment.

4. The offences above mentioned do not comprise all the offences to which The Official Secrets Act relates, but the offences referred to above are ones which would most likely relate to the matters coming within the jurisdiction of the Department of National Defence.

APPENDIX V

EXTRACT FROM ORDER IN COUNCIL DATED 13th MARCH, 1947

P.C. 887

(Referred to in para. 10)

(a) Order in Council PC 4737 dated 13th September, 1940, is hereby revoked.

(b) The Defence Council composed as hereunder is hereby created:—

Chairman

The Minister of National Defence

Members

The Parliamentary Assistant to the Minister of National Defence

The Deputy Minister of National Defence

The Chief of Naval Staff

The Chief of General Staff

The Chief of Air Staff

The Director General of Defence Research

The Associate Deputy Ministers of National Defence

Secretary

Such person as the Minister of National Defence shall appoint.

Such other persons as the Minister of National Defence may request shall attend from time to time.

(c) The duties of the Defence Council shall be to advise the Minister of National Defence on matters relating to the Naval, Military and Air Services of Canada and on all matters referred to it by the Minister of National Defence."

(HQS 8689 FD 1)

Amdts. 1 Jan., 1941.

Amdt. (No. 97) 28 Apr., 1947.

APPENDIX VI

**DISTRIBUTION OF DUTIES OF MEMBERS AND ASSO-
CIATE MEMBERS OF THE DEFENCE COUNCIL,
AND AT NATIONAL DEFENCE HEADQUARTERS
(MILITIA SERVICES)**

(Referred to in Para. 11)

I. The Deputy Minister, subject to the general departmental duties prescribed for him by statute is charged with:— The Deputy Minister.

General control of the administration of the Department of National Defence and of the conduct of official business.

All financial matters pertaining to the Department.

Receipt, registration, distribution and custody of all official letters, telegrams, etc., received in the Department.

Control and distribution of the civilian clerical and subordinate staffs.

Parliamentary and legal business, including all proposals for legislation and submission to the Governor in Council.

Formal communications to Departments of State, public offices and the outside public.

Circulation of news and official publications in the public press.

Purchase of manuals and other publications required.

Control of printing and stationery.

In the absence of the Minister, the Deputy Minister will act for him in all matters of ordinary business.

II. The Judge Advocate-General is charged with:—

The Judge
Advocate-
General.

Superintendence of the administration of Naval, Military and Air Force law; advising on matters leading up to the convening of courts-martial, and review of proceedings with a view to seeing whether they have been regular and legal. In event of it being necessary to quash proceedings to recommend accordingly to the proper Naval, Military or Air Force authority.

Recording the proceedings of courts-martial and their final disposition.

Assisting the Minister in the formulation of any advice it may be necessary to give the Governor in Council regarding the proceedings of general courts-martial.

Such services as may be assigned to him in connection with the revision of Naval, Military and Air Force law and regulations relating thereto.

Advising on and performing duties in relation to, matters of a legal nature within the Department when and as required so to do.

Advising on such matters of a disciplinary nature as may be referred to him.

III. The Secretary to the Defence Council is responsible for the preparation of all papers for consideration and for the communication to the executive officers concerned of the decisions reached. The Secretary
Defence
Council.

IV. General Staff Branch.

Chief of the
General Staff.

The Chief of the General Staff is the senior military appointment at National Defence Headquarters. He is charged with the co-ordination of the military duties performed by the branches of the General Staff, the Adjutant-General, the Quartermaster-General and of the Master-General of the Ordnance.

He is responsible for—

Military policy and strategy.

Advice as to the conduct of operations of war and orders in regard to military operations.

Intelligence.

Correspondence with chiefs of the General Staff of the other portions of the Empire and with Military Attaches.

The collection of topographical information, compilation and preparation of all maps required for military purposes.

The selection of personnel for survey and geographical work.

Censorship and measures of military secrecy.

War organization and establishment; fighting efficiency and training of the military forces.

Standards of Qualification.

Policy in respect to mobilization.

Signal communications.

Selection and administration of General Staff.

Selection of officers for appointment to commands.

Co-ordination of selection of officers for Staff appointments.

Education of officers.

Selection and training of candidates for commissions in the combatant branches.

Educational training of all ranks.

Selection of instructional staffs and the supervision of instruction.

Policy in respect to the acquisition of training grounds and ranges.

Libraries.

Cadet services and physical training.

Preparation of official histories of Canadian Militia and of the operations of the Canadian Forces overseas.

The duties laid down for the Inspector-General when such appointment is unfilled.

Such duties as are allotted in para. VIII when the appointment of Master-General of the Ordnance is unfilled.

Deputy Chief
of the
General Staff.

The Deputy Chief of the General Staff shall perform such duties as are assigned by the Chief of the General Staff.

V. Branch of the Adjutant-General.

The Adjutant-
General.

The Adjutant-General is charged with:—

Raising and organizing in peace the personnel of the military forces.

Peace establishments.

Mobilization.

Appointments, promotions and retirements of officers.

Recruiting and discharge of other ranks.
 Record Offices.
 Regimental records.
 Distinctions and badges for special service.
 Orders regarding dress for special occasions.
 Peace distribution of units.
 Administration of the Militia.
 Discipline.
 Martial and military law.
 Nomination of officers to Adjutant-General's Staff.
 Appeals.
 Aid to civil power.
 Promulgation of orders (other than those dealing with Military Operations) and regulations to the Militia.
 Preparation of Defence Forces List.
 Administrative arrangements connected with training and education and with the Royal Military College.
 Medical, dental and sanitary services.
 Prisoners of war.
 Personal and ceremonial questions.
 Casualties, compensation for injuries to personnel, pensions and claims.
 Registration of graves.
 Medals, honours and awards.
 Pay Services and Administration of Pay and Allowance Regulations. Also, in consultation with the Deputy Minister, the issue of all military orders required in connection with Finance.
 Questions affecting National Defence Headquarters in connection with messing and regimental funds, garrison and regimental institutes, and philanthropic institutes on National Defence property.

VI. Branch of the Quartermaster-General.

The Quartermaster General is charged with:—

Quartering of the Militia which includes policy as to provision of accommodation by construction, purchase, hire and billeting. The Quarter-
Master
General.

Movement of troops, animals and stores by sea, land and air. Administration of technical transportation services, with their personnel. Provision and maintenance of militia sea transport stores.

Construction and maintenance, including design, of fortifications, barracks, ranges, hospitals, store buildings and other military buildings; administration of works services and personnel; provision, custody and maintenance of building stores and materials, and the technical examination of works services.

Care and custody of National Defence Department lands (Militia service).

Control of employment (subject to requirements of C.G.S.) of all load-carrying vehicles,* both regimental and administrative, in order to ensure that the most economical use is made of militia transport as a whole.

* NOTE.—The expression "load-carrying vehicles" includes lorries, cars, charabancs and all animal transport.

Administration of supply and transport services and personnel; specification, provision, custody, maintenance and issue of supplies; specification, provision, inspection, storage, issue, upkeep and repair of all M.T. vehicles on the establishment of A.S.C. units or driven by A.S.C. personnel.

Administration of remount and veterinary services and personnel, including the provision, maintenance and issue of veterinary stores.

Supply of disinfectants.

In conjunction with the Deputy Minister, inspection before acceptance of supplies and stores, etc., above referred to.

Policy and administration of the following allowances—travelling, lodging, fuel, light, stable, ration and forage.

Administration of engineer, army service corps and veterinary services.

Administration of postal services.

Salvage in connection with above services.

Mobilization of above services in conjunction with the A.G. Fire protection.

Compensation for injuries to animals and material.

Provision of lighting, telephone and water services.

Advice to the C.G.S. in connection with the technical training of personnel of the arms and services of the Q.M.G. Branch.

Administration of committees established in connection with Q.M.G. services.

Nomination of officers for appointment to the Q.M.G. staff in conjunction with the C.G.S., A.G. and M.G.O.

VII. Branch of the Master-General of the Ordnance.

The Master-General of the Ordnance is charged with:—

The scientific development of material for military requirements.

Research, design and experiment pertaining to guns, carriages, tracked vehicles, semi-tracked vehicles, wheeled vehicles, small arms, machine guns, ammunition, grenades, bicycles, chemical defence appliances, position and range finders, optical instruments, technical stores connected with the artillery and engineers, signal stores, ordnance stores, barrack stores, general stores, equipment and clothing.

Provision, storage, issue, inspection while in stores or in possession of troops, and repair (other than first line repair) of the above with the exception of M.T. vehicles on the establishment of A.S.C. units or driven by A.S.C. personnel.

Dress Regulations. Clothing Regulations. Design and provision of regimental badges and buttons.

In conjunction with the Deputy Minister, inspection before acceptance, of the stores, etc., above referred to.

Inspection of ammunition.

List of changes in war materiel.

Administration of ordnance services and manufacturing establishments and their personnel.

Advice to C.G.S. in connection with technical training of R.C.O.C. personnel.

Administration of technical committees established for M.G.O. services.

The Master
General of the
Ordnance.

Scales of issue of arms, ammunition, stores and equipment in peace and war and of reserves to be maintained.

Plans for mobilization of civil manufacturing establishments.

Questions regarding inventions, patents, royalties and rewards.

Liaison with the Research Council of Canada.

Salvage in connection with M.G.O. services.

Nomination of officers for staff appointment in M.G.O. Branch in conjunction with the C.G.S., A.G., and Q.M.G.

VIII. When the appointment of the Master-General of the Ordnance is unfilled, the duties of this Branch will be divided between the Chief of the General Staff and the Quartermaster-General as follows:—

The Chief of the General Staff will be responsible for design, provisions and allotment of ammunition, arms of all kinds, chemical warfare appliances, guns and their mountings, optical stores, tanks and track vehicles, technical engineering, signal and survey stores, horse-drawn wheeled vehicles, and constructional engineer stores.

Scales of all the foregoing for peace and mobilization equipments and war services.

Technical committees relating to the above material, research and experimental establishments for above.

Liaison with National Council for Scientific and Industrial Research.

Policy in respect to fortification and ranges; fixed communications.

Inventions, patents and rewards.

The Quartermaster-General will be responsible for all other duties assigned to the Master-General of the Ordnance.

IX. The distribution within each branch of the duties apportioned to it will be such as is from time to time directed by the head of the branch concerned.

APPENDIX VII

DUTIES OF INSPECTORS

1. The inspectors referred to in para. 18 of the King's Regulations and Orders for the Canadian Militia will keep the Inspector-General informed on all points connected with the training and efficiency for war of the formations and establishments of their respective arms and services. They will arrange their itineraries and submit them for the approval of the Inspector-General.

2. The inspector will enquire into technical efficiency from the point of view of an expert in the technical work of the arm or service concerned, and see that the training and administrative in both the Permanent Force and Non-Permanent Active Militia is carried out along uniform lines.

3. The principle which will govern the action of inspectors is that they should help both units and commanders. They will bring to the notice of commanders cases where the training and administrative instructions appear to have been overlooked.

4. (a) An inspector will record his opinions upon all matters affecting—

(i) the technical efficiency of equipment and armament;

(ii) the technical and administrative efficiency of all ranks; where, having regard to the nature of the unit, formation or establishment, such are required.

(b) He will answer all questions on the inspection form concerned and will specially report upon any matter into which the Inspector-General instructs him to enquire. He will take note of and encourage suggestions for the improvement of training and administration and for the promotion of efficiency and will bring to the notice of the Inspector-General any such suggestions as he may consider worthy of attention.

5. The inspector of artillery (Coast Defence and Movable Armament) will direct special attention to the accurate and rapid handling of guns and ammunition. The results of the annual practice in each unit will be sent to him. He will report on the supply of armament, the efficient working of guns, mountings and material (including movable armament), position finding and other instruments. He will also enquire into the procedure for regulating the maritime traffic at defended ports in time of war and will see the method of regulating such traffic practised by day and night at his inspections and, in consultation with the inspector of engineers, or in his absence, the district engineer officer concerned, he will satisfy himself as to the efficient working of defence electric lights.

6. The inspector of engineers will, in consultation with the inspector of artillery (Coast Defence and Movable Armament) satisfy himself as to the efficiency of coast defence works and electric lighting.

7. The inspector of signals, in addition to carrying out inspections of signal units, will submit annually a report from the military point of view on the telegraph, telephone and wireless communication existing throughout Canada, noting especially the points where signal units are located and their relation to the communication scheme as a whole. He will indicate in his report the place where military wireless equipment is located, giving the power and approximate working range of these sets, and the number of trained personnel available to operate such sets in case of necessity.

8. (a) The inspector of supply and transport services will inspect units and establishments of the Royal Canadian Army Service Corps with a view to ensuring uniformity in their training, transport management, equitation, equipment and organization.

(b) He will inspect the various supply and transport establishments existing at stations including the civil employees of the Royal Canadian Army Service Corps and report on their general efficiency.

(c) Where supply depots are established he will report upon the quality of supplies produced and the efficiency with which the duties connected therewith are performed.

(d) When inspecting transport he will ascertain whether full value is obtained from existing establishments (animal, mechanical and water), and whether unnecessary hiring is avoided.

(e) As regards barrack services he will ascertain whether these are efficient and economically conducted.

9. (a) The inspector of medical services will inspect units of the Royal Canadian Army Medical Corps, all military hospitals and district medical stores. He will report on the general efficiency of such units and whether the courses of instruction conducted by the Royal Canadian Army Medical Corps (P.F.) and the sanitary instruction given to the Militia are adequate.

Appendices VIII and IX

(b) He will also report on:—

- (i) The medical examination of men on enlistment and on the physical training of recruits. (Permanent Corps only). He will record whether in his opinion the gymnastic courses, drills or duties subject the man to undue strain.
- (ii) The general health and physical efficiency of the Permanent Active Militia and on matters affecting diet, dress, etc., which may, in his opinion, conduce to the health and comfort of the personnel thereof.
- (iii) Any precautionary and remedial measures suggested or taken for the prevention or mitigation of disease in barracks, hospitals, stations, garrisons, encampments, etc., and on matters concerning sanitation.
- (iv) The methods of medical administration in the various commands, with a view to the establishment of a uniform system.

10. (a) The inspector of ordnance services will inspect units of the Royal Canadian Ordnance Corps and will inquire into and report upon the methods by which the various duties of the Corps are carried out, and the knowledge of the officers and personnel as regards the detail of their work.

(b) He will report on:—

- (i) The condition, adequacy and security of all ordnance depot buildings, including workshops and magazines, and the facilities available for the efficient performance of ordnance services.
- (ii) The condition and arrangement of stores on ordnance charge and the measures taken for their maintenance and preservation.
- (iii) The regularity of stocktaking.
- (iv) The efficiency with which the duties connected with ordnance services are performed.
- (v) The efficiency of civil establishments of The Royal Canadian Ordnance Corps.

(c) He will inspect and report upon mobilization equipment on units' and ordnance charge, and will ascertain that the instructions appertaining thereto in regard to completeness, preservation, "turn over" and stocktaking are strictly complied with.

APPENDIX VIII

CONFIDENTIAL REPORTS ON OFFICERS

(Referred to in para. 80)

(Instructions governing submission of confidential reports on officers now contained in Canadian Army Orders.)

APPENDIX IX

Deleted. (Amdt. (No. 121) 12 Apr 48)

Amdt. (No. 95) 24 Mar 47.
Amdt. (No. 140) 14 Mar 49.

His Excellency, the Governor General in Council, under authority of The Militia Act, Chapter 132, Revised Statutes of Canada, 1927, and The War Measures Act, has been pleased to order as follows:—

An Officer detailed to command temporarily a Military District shall during the tenure of his command be an additional authority who shall have power to deal summarily with a charge against an Officer below field rank or against a Warrant Officer under the provisions of Section 47 of the Army Act.
(G.O. 18/1944)

The Minister of National Defence, pursuant to the provisions of Section 47 of the Army Act and under the powers vested in him by Order in Council dated 20th September 1925, P.C. 1345, has been pleased to order as follows:—

The Commandant Royal Military College shall, when not below the rank of Major-General, be an authority for the purposes of Section 47 of the Army Act.
(G.O. 69/1944)

APPENDIX XII

PROCEDURE PRESCRIBED BY THE MINISTER IN ACCORDANCE WITH THE PROVISIONS OF K.R. (CAN.) PARA. 267

1. It is essential that there be uniformity of procedure under the Provisions of K.R. (Can.) para. 267 with reference to the disposal of officers who are:—

- (a) to be removed from the Canadian Army;
- (b) to be retired.

2. The expression "Commanding Officer" as used herein means the officer who, under the provisions of para. 3 of Appendix VIII of K.R. (Can.) would be the proper officer to make a confidential report on the officer concerned if the latter had been an officer of the Permanent Active Militia.

3. The following procedure shall apply to all such cases and will be adopted effective immediately:—

- (a) Depending upon the circumstances of the case, the Commanding Officer of the officer concerned may act of his own motion, or in consequence of directions received from superior authority.
- (b) Such Commanding Officer shall notify said officer in writing that his removal or his retirement from the Canadian Army is intended to be recommended under K.R. (Can.) para. 267, and shall state with as much particularity as possible, the reasons upon which such intended recommendation will be based. General statements of inefficiency or unsuitability will not be considered sufficient grounds.
- (c) Such notice shall state specifically whether it is intended to recommend the removal or the retirement of the officer.
- (d) In such notice, the officer concerned shall be informed that he may, within a period of fourteen days, furnish a statement setting forth any reasons which he may wish to submit against such intended recommendation, and shall be informed further that if no such statement be received within fourteen days of the date of the said notice, he, the said Commanding Officer, will forward his recommendation through the usual channels to Army Headquarters.

Amdt. (No. 41) 19th May, 1943.

Amdt. (No. 48) 14th Jan., 1944.

Amdt. (No. 50) 10th Feb., 1944.

Amdt. (No. 72) 18th Dec., 1945.

- (e) Such notice shall further request the officer concerned to submit a statement in the following form if he does not wish to make a statement against the recommendation,

"I do not wish to make any statement against the recommendation that I

(i) be removed from the Canadian Army

(ii) be retired pursuant to K.R. (Can.) para. 267."

NOTE.—(i) or (ii) to be used as applicable.

- (f) If a statement be received from the officer concerned within fourteen days, the Commanding Officer shall forthwith forward his recommendation through the usual channels to Army Headquarters, together with a full report of the circumstances, all supporting documents, a copy of the notice to the officer concerned and to the original of the officer's statement.
- (g) If no such statement be received from the officer within fourteen days, the Commanding Officer shall at the expiration of that period forward his recommendation through the usual channels to Army Headquarters, together with a full report of the circumstances, all supporting documents, a copy of the notice to the officer concerned and a certificate to the effect that such notice was delivered personally to the officer concerned or sent to him at his last known address by registered mail and that no reply has been received.
- (h) In preparing recommendations for the removal or retirement of officers, full and detailed particulars of the grounds upon which the recommendations are based will be included.
- (i) When such recommendations are forwarded to Army Headquarters they will be accompanied by the original letter from such Commanding Officer to his immediate superior containing his recommendation and a recommendation of the Officer Commanding a Command, General Officer Commanding-in-Chief, or other superior Commander concerned.
- (j) When the recommendation and supporting documents are received at Army Headquarters, the Adjutant-General will, if it appears to him that the recommendation should be acted upon and that the case falls within the provisions of K.R. (Can.) 267, and that the provisions of this Order have been complied with, submit the same to the Judge Advocate-General, and obtain from the latter his certificate to the effect that, from the legal standpoint, it is in order to take the action recommended. If, in the opinion of the Judge Advocate-General, it is not in order to take action, he will advise the Adjutant-General accordingly. Upon receiving the certificate of the Judge Advocate-General, the Adjutant-General will submit the matter to the Minister for his consideration.
- (k) Notification of the decision made will be forwarded by the Adjutant-General through the usual channels.

H.Q.C. 8151-5

M.N.D.

Amdt. (No. 41) 19 May 43.

Amdt. (No. 72) 18 Dec 45.

APPENDIX XIII

GENERAL REGULATIONS GOVERNING
SUPPLEMENTARY RESERVE

(1) The Supplementary Reserve comprises the following:—

(a) *Units*

Units required to complete Order of Battle on Mobilization as may be from time to time authorized by the Minister, to be organized on War Establishment basis but personnel posted only as required. (Effective 23rd October, 1947)

(b) *Unorganized Personnel*

(i) *Supplementary Reserve of Officers—Corps Lists*—There will be maintained for each corps in the Army a separate list to which all qualified officers who have ceased to serve in any other component of the Canadian Army may be posted, and to which civilian specialists or technicians, and former officers of the Naval Forces of Canada, the Royal Canadian Air Force, or any of His Majesty's Forces raised outside Canada may be appointed. Officers who have been cashiered, dismissed or removed by reason of an adverse report, will not be eligible for service in the Supplementary Reserve.

(ii) *Supplementary Reserve of Officers—General List*—In addition to the Corps Lists provided under Section 1(b)(i) of these regulations, there will be maintained a General List to which all officers in rank of Colonel and above, and officers carried on the General List, Canadian Army Active Force may be posted, and to which civilian specialists or technicians and former officers of the Naval Forces of Canada, the Royal Canadian Air Force, or any of His Majesty's Forces raised outside Canada may be appointed, under the same conditions as are contained in the said Section 1(b)(i).

(iii) *Supplementary Reserve of Other Ranks List*—The Supplementary Reserve of Other Ranks list shall consist of other ranks ceasing to serve in the Canadian Army Active Force or Reserve Force, and civilians, who volunteer to serve in the Supplementary Reserve; and whose acceptance as unorganized personnel of the Supplementary Reserve may be considered to be, at the Adjutant-General's discretion, in the interests of the Service.

Amdt. (No. 81) 17 Jul 46.

Amdt. (No. 111) 10 Nov 47.

Amdt. (No. 141) 28 Mar 49.

(2) (a) Unless otherwise ordered by Governor-in-Council, personnel of the Supplementary Reserve will not be obligated to undergo annual training but will not in consequence be precluded from receiving such annual training, both military and technical, as it may be possible and appropriate to provide.

(b) The physical standards for officers and other ranks of the Supplementary Reserve, are:

(i) Supplementary Reserve lists of unorganized personnel—PULHEMS profiles down to Base profiles for their employments or trade.

(ii) Personnel posted to units of the Supplementary Reserve required to complete the Order of Battle on mobilization—PULHEMS profiles will be determined by the role of the units, i.e.: Battle, Support or Base, whichever is applicable.

(c) Officers of the Supplementary Reserve will be commissioned in the Canadian Army and will be posted for duty to the Supplementary Reserve.

(d) Personnel of the Supplementary Reserve will have military status equal to that enjoyed by equivalent personnel throughout the Army, subject to qualification in rank and trade.

(e) Personnel of the Supplementary Reserve undergoing training will, when so doing, receive rates of pay and allowance for their rank equal to that enjoyed by comparative personnel in the Reserve Force.

(f) Personnel of the Supplementary Reserve will be liable to be called out for service or may be placed on Active Service in the event of a national emergency in the same manner as applies to the Reserve Force.

(g) Officers carried as unorganized personnel on the Supplementary Reserve must report themselves in writing to the officer commanding the command in which they are resident by the 1st April each year. Should an officer move from one command to another, he must immediately notify the officer commanding his former command of his change of address. Any such officers who may be temporarily abroad will report themselves in accordance with the above to the officer commanding the command in which they were last resident in Canada.

(h) Staff and command responsibilities in respect to the Supplementary Reserve will be exercised through the normal channels of Military Command.

(j) Regulations applicable to the Reserve Force in respect of the provision and wearing of uniform by commissioned officers will apply to the Supplementary Reserve. Other ranks of the Supplementary Reserve will be issued with uniforms and equipment at public expense only when authorized by D.N.D.

(3) *Annual Returns*

An officer commanding a command will be responsible for:—

(i) The maintenance of a complete record of all officers and other ranks of the Supplementary Reserve resident within his command.

(ii) Notifying the officer commanding a command concerned of the address of any officer of the Supplementary Reserve who, through removal from the command under his command, has become resident in the command of such officer commanding the command.

(iii) The submission of returns as called for by Army Headquarters.

Amdt. (No. 81) 17 July 1946.

Amdt. (No. 109) 6 Oct 1947.

Amdt. (No. 141) 28 Mar 1949.

INDEX

A

Absence—Leave of, (See Leave of Absence)	Para.
Absence without Leave—	
annual training, from.....	1144
charge of, expenses of arrest to be included in.....	539
circumstances considered by C.O. when dealing with.....	479
clothing, equipment, etc., deficiencies of.....	495
confession of, procedure on.....	500
court of inquiry, declaration of.....	1513
court of inquiry on, rules as to.....	643
forfeiture of pay.....	478
furlough, overstaying, dealt with as.....	1128
inventory of clothing, etc. to be made in case of.....	495
medals of soldiers in case of.....	1330
notification in unit orders.....	497
officers, notification of.....	1105
punishment for.....	472, 478
subsequent to conviction by court-martial.....	577
termination of.....	497
Absentees—	
absence of, reported to P.F. units, military and civil police..	495, 496
action when person not identified as.....	510
apprehended by civil police.....	505
escorts for.....	500, 503-507, 510
identification of.....	504, 509
necessaries, supplied on arrest.....	508
N.P.A.M. personnel, institution of prosecution.....	1146
N.P.A.M. personnel, refusing to attend camp.....	1145
proceedings against.....	499, 500
return of, reported to P.F. units, military and civil police...	498
surrender of.....	500
when returned as a deserter.....	495
When struck off.....	1485
Accidents—(See Courts of Inquiry)—	
Accommodation—	
drill halls, allotment.....	921
quarters, generally.....	941-947
Accounts—	
how kept.....	800
pay, officers to learn system of keeping.....	60
regimental, how dealt with.....	41
soldiers, to be explained by officer.....	1491
Accoutrements. (See Arms)—	
Addresses—	
officers on leave.....	1100
soldiers, enquiries for.....	1486
soldiers on furlough.....	1130
Adjutant—	
assistant, duties of.....	104
assistant, qualifications required.....	104
assistant, tenure of appointment.....	104
camp or garrison, daily duties.....	833
duties of.....	58
N.P.A.M. qualifications required.....	102

Adjutant—Concluded

N.P.A.M. special promotion of.....	Para. 103
N.P.A.M. tenure of appointment.....	102
Permanent Force, qualifications required.....	101
Permanent Force tenure of appointment.....	101
subalterns, encouraged to qualify as.....	44

Adjutant-General—

associate member of Defence Council.....	App. V
duties of.....	App. VI
duties, staff of.....	94, 95
standing orders issued by.....	1490

Administration—

Canadian Militia.....	6, 19
detention barracks, orders regarding.....	608
duties connected with at N.D.H.Q.....	App. VI
instructional cadre.....	336, 337
military districts, duties A.A. & Q.M.G.....	94
Militia, function of the Minister.....	19
orders relating to, preparation and signing of.....	89

Admirals—

artillery salutes to.....	1426
---------------------------	------

Admiralty—

salutes to Lord Commissioners of.....	1426
---------------------------------------	------

Admonition—

award of, entry in company conduct sheets.....	1523
award of, for first offence.....	412
awarded N.C.O's and men.....	470, 472
power of company commander to award.....	477
power of C.O. to award.....	470-472

Aerials—

installation of.....	911
----------------------	-----

Age Limit—

officers, retirement on reaching.....	253-255
---------------------------------------	---------

Agencies—

private companies, etc., officers and soldiers not to accept....	427
--	-----

Agents, Consuls and Consuls-General—

relative rank with militia officers.....	1369
salutes at funerals of.....	1428

Aid to Civil Power (See also Civil Power)—

general instructions respecting duties.....	848-867
---	---------

Aide-de-Camp—

honorary, to Governor-General.....	227-229
------------------------------------	---------

Alarm—

all troops turn out when sounded.....	829
---------------------------------------	-----

Albert Medal—

Wearing of in uniform.....	1338
----------------------------	------

Allowances—

correspondence on.....	1461
------------------------	------

Ambassadors—

artillery salutes to.....	1426
funerals of, salutes at.....	1428

Ammunition—

ball, soldiers not to possess in peace time.....	1311
damage to, or loss of.....	1315
dummy cartridges, for practice.....	1312
dummy cartridges, storage of.....	1312

Ammunition—Concluded

	Para.
general instructions.....	1311-1318
guards and escorts.....	1314
inspection, to ascertain none retained by troops.....	1315
inspection of, when in possession of soldiers.....	1315
issues from or return to store.....	1313
issues regimental, responsibility for.....	1313
on regimental charge, inspection of.....	1317
parties detached in aid of civil power.....	1314
pistols or revolvers.....	1275
troops proceeding in aid of the civil power.....	844, 851, 1314
units moving, quantity taken.....	1316
use of other than government issue forbidden	1318

Animals—

dead, disposal of carcass.....	1091
prohibited in barracks, quarters, or hospitals.....	885

Anniversaries—

salutes, fired on.....	1423, 1425
------------------------	------------

Anthem, National (See National Anthem)—

Applications—

from officers and soldiers, how submitted.....	1462
made on behalf of officers.....	423
private, to N.D.H.Q. forbidden.....	423
submitted through outside influence.....	423
testimonials, not to accompany.....	422

Appointment—

acting bandmasters.....	318
active militia, military qualifications required.....	146
adjutants, N.P.A.M., qualifications and tenure.....	102
adjutants, P.F., qualifications and tenure.....	101
armament artificers, R.C.O.C.....	353
armourers, R.C.O.C.....	346
assistant adjutants, N.P.A.M., qualifications and duties.....	104
assistant adjutants, N.P.A.M., tenure.....	104
assistant ordnance mechanical engineers, R.C.O.C.....	140
cadet services, N.P.A.M., any other commission to be relinquished	164
cadet services, N.P.A.M., qualifications	163
cadet services, N.P.A.M., soldiers to be discharged prior to..	164
Canadian Postal Corps, qualifications required	162
candidates for commissions attached for instruction to sign honourable agreement to serve.....	131
chaplains	165
classified officers, N.P.A.M.....	192
classified officers, P.F.....	191
commanding officers, N.P.A.M., period of tenure.....	223
commanding officers, P.F., period of tenure.....	222
commissions, oath of allegiance to be taken on.....	121
corps of Royal Canadian Engineers, N.P., candidates to have engineering experience.....	152
dental officers.....	160
deputy district medical officer, duties and tenure.....	100
directors, N.D.H.Q., temporary rank on.....	190
disposal of officers not borne on regimental establishment on expiration of tenure.....	83
effective date, notification of.....	120
executive officers, R.C.O.C.....	140
extra regimental.....	86
first—	
date of joining staff or unit.....	143
officers N.P.A.M., conditions of.....	145
officers N.P.A.M., rank on.....	147
rank on.....	122
reporting on.....	143
honorary Aide-de-Camp.....	227, 228

Appointment—Concluded

honorary colonel and lieutenant-colonel, conditions of.....	Para. 226
honorary surgeon.....	227, 228
literary qualifications required by candidates for commissions.....	132
master-gunner, R.C.A., qualifications.....	319
N.P.A.M., gentlemen cadets, privilege of selecting unit.....	151
nursing sisters, R.C.A.M.C. (N.P.) qualifications required...	158
nursing sisters, R.C.A.M.C. (P.F.) qualifications required...	136
officer clerks, C.M.S.C.	141
officers—	
P.A.M., conditions of and qualifications required.....	127
P.A.M., rank and precedence on.....	126
P.A.M., special qualifications required, R.C.E., R.C.C.S., R.C.A.M.C., R.C.A.V.C., and R.C.O.C.....	129
period of probation.....	142
R.C.A.M.C. (N.P.) posting for duty on.....	156
R.C.A.M.C. (N.P.) qualifications required.....	155
to whom to report on joining unit.....	143
P.A.M. certificates C.O.T.C. "A" or "B" accepted in lieu of certain qualifications.....	133
P.A.M. in rank senior to lieutenant.....	135
personal, honorary Aides-de-Camp and honorary surgeons...	226-228
prosecutor, at courts-martial.....	549
provisional, confirmation of rank.....	148
provost-marshal	444
rank on, W.O's and N.C.O's.....	312
R.C.O.C. (N.P.) special qualifications required.....	154
removal from, W.O's and N.C.O's.....	329
removal from, W.O's Class I (N.P.A.M.).....	331
removal from, W.O's Class II and N.C.O's (N.P.A.M.).....	332
reversion from, including acting and lance rank soldiers....	471
sergeant-tailor	1067
sergeant-tailor, statement to be signed by on.....	1068
signal units (N.P.) special qualifications required.....	153
signallers, N.P.A.M., qualifications.....	682
soldiers, to commissioned rank, qualifications.....	137
staff, militia, tenure of.....	82
staff, not to be relinquished on militia being placed on active service	87
staff, N.P.A.M. qualifications required.....	85
staff, P.A.M. qualifications required.....	84
supernumerary lieutenants.....	149
table of, other ranks.....	308
technical, removal from, W.O's and N.C.O's.....	328
temporary, precedence of, officers holding.....	216
temporary, responsibility for public stores.....	55
tenure of, brigade commanders, brigade majors, staff captains and brigade orderly officers.....	224
tenure, upon reaching age limit of rank.....	221
to command signal troop or intercommunication platoon (cav- alry or infantry), tenure of.....	105
veterinary officers.....	161
W.O's and N.C.O's (P.F.), as quartermasters.....	138
W.O's and N.C.O's, R.C.A., as district officer quartermaster or ridingmaster.....	139
W.O's,—	
cavalry and infantry qualifications required.....	314
class I, how made	316
class I, N.P.A.M., qualifications.....	317
Class I, N.P.A.M., to serve probationary period.....	317
class I, recommendation for.....	315

Armament Artificers—

documents on transfer.....	1529
enlistment, employment, promotion, reduction, etc.....	352-357

Armed Corps—

definition of term.....	1405
-------------------------	------

Armed Parties—		Para.
compliments to, by O.C.....		1387
definition of term.....		1405
salutes by guards and sentries.....	1405, 1406	1406
salutes on the march.....		1386
turning out guards to.....		1405
when officer accompanies.....		1176
Armourers—		
appointment, employment, promotion, reduction, etc.	346-351	
documents on transfer.....		1529
subscriptions sergeants' mess.....		1027
Armouries (See Drill Halls)—		
Arms and Accoutrements—		
furlough, not taken on.....		1300
issue and care of.....		1266
offenders in arrest, not to bear.....		452
pistols or revolvers, when carried.....		1275
selling, etc., form of charge.....		534
soldiers, on transfer.....		1310
Army Act—		
explanation of, to soldiers.....		420
modifications in applications of, to Canadian Militia.....	App. XI	
Army, British—		
attachment to, for training.....		660
Arrest—		
arms not borne while under.....		452
charge report, delivery of.....		448
close		
assistance of private soldiers to effect.....		446
bedding, when allowed.....		451
confinement of soldiers in.....		451
escort of officer or warrant officer.....		450
exercise of soldiers in.....		451
officer		450
restricted powers of lance-corporal, etc.		446
commander of the guard, duties.....		448
custody of keys, guard detention room.....		451
definition of.....		445
deserters, on confession of.....		446
dress, when under.....		450
duties, performance of while under.....		452
offences against enlistment.....		446
offenders, identification of.....		453
officer or W.O. will not wear sash, sword, belt, or spurs....		450
Officers—		
general instructions.....	446-452	
in, cannot demand a court-martial.....		450
release from		450
report to D.O.C. and paymaster.....		450
release from, pending promulgation of sentence.....		567
release from, pending trial by court-martial.....		464
release from, when evidence insufficient or not forthcoming..	448, 463	
remand, for further investigation.....		446
restriction on use of messes, etc., when in.....	450, 451	
soldier—		
confinement in prison, police station, etc.		451
deprived of his cap, etc.	447, 455	
employed in hospital.....		972
for drunkenness.....		447
in, not to be placed with soldiers under sentence.....		611
in, to accompany unit.....		596
provision of money for escort.....		1179
retention in confinement to be reported.....		449
W.O.'s and N.C.O's.....	446-453	

Artificers—	Para.
qualifications for employment.....	1063
regimental, action when services can be spared from regi- mental workshop.....	1071
Artillery—	
coast defence, duties of O.C.....	47
coast, inspection of.....	67
designation, batteries, etc.....	804
district officer, appointment.....	139
duties, garrison, of officers.....	824
employment of wheelers, smiths, etc., in ordnance workshops	1071
inspector of, appointment and duties.....	17, App. VII
master-gunner, appointment.....	319
master-gunners' course.....	721
precedence of corps.....	1365
returns, periodical.....	App. IX
salutes.....	1422-1436
staff course.....	716-720
Artillery Staff Course—	
general instructions.....	716-720
objects of.....	716
officers and other ranks eligible to attend.....	718
Attestation—	
false answer on, trial for.....	513
fraudulent enlistment, subsequent service.....	515
on enlistment, Permanent Force.....	288, 295
Attestation Cards—	
Non-Permanent Active Militia.....	1511
Attestation Paper—	
birth of children entered in.....	1532
custody, method of filing, etc.....	1506
disposal of.....	1529
duplicate, custody of.....	1508
duplicate, documents attached to.....	1508
entries, next-of-kin.....	1504
how kept up.....	1506
lost or defaced, replacement.....	1507
marriage entered in.....	1532
original and duplicate to be compared on re-engagement....	1509
original, custody of.....	1508
original, documents attached to.....	1508
particulars of baptism of children entered in.....	1532
procedure on change of name.....	1503
service recorded on original and duplicate.....	1506
statement of service.....	1514
Audit Board—	
composition and functions.....	41
B	
Badges—	
good conduct, conditions of award, etc.....	1360
rank, nursing sisters.....	193
sealed patterns, deviation from forbidden.....	1267
Baggage—	
conveyance, other than by rail.....	1237
drivers not to unload.....	1235
fatigue parties.....	1235
loads, limits of.....	1239
method of loading.....	1238
regimental, conveyance of.....	1235
weight allowed, officers travelling on duty.....	1218
Balls, Fancy Dress—	
regulation uniform not to be worn at.....	1292

Bandmasters—

acting, appointment.....	Para. 318
duties	988, 996
musical training of band personnel by.....	997
parades, attendance at.....	988

Bands—

bandmasters, duties of.....	988, 997
boys enlisted for training as musicians.....	986
committee	647
discipline, bandmaster responsible for.....	988
engagements, action on refusing to accept.....	987
engagements, instructions regarding acceptance, etc.....	987, 992
foreign National anthems, to be in possession of copies.....	991
funds, audit of.....	648
funds, custody of.....	803
garrison, furnished by roster.....	833
general instructions.....	985-995
instructions regarding "trumpet and bugle sounds".....	994
instruments, pitch of.....	990
massed bands.....	993
National anthem, playing of.....	991
personnel to be effective soldiers.....	986
processions, taking part in.....	987
property of.....	995

Bandsmen—

boys appointed, struck off roll of boys.....	297
boys enlisted for training as.....	296, 986
divine service, attendance at.....	1150
instruction by bandmasters.....	988, 997
liable to serve in ranks.....	986
musical training, qualifications.....	997
N.C.O's, musical training of.....	997
offences by, punishment.....	989
promotion, instruction for.....	996

Bankrupts—

officers	425
----------------	-----

Baptisms—

soldiers' children, notification of.....	1535
--	------

Barracks—

accommodation in, for private motors.....	910
admission of strangers.....	929
advanced and rear parties on taking over and handing over..	894
alterations or additions.....	900
animals prohibited within boundaries.....	885
appropriation and equipment.....	898-902
board on new buildings, sits for, etc.....	926, 927
certificates on taking possession after "marching in".....	896
cleaning rooms and passages.....	879
commanding officer, responsibility of.....	874-877
confinement to.....	473
confinement to, entry of award.....	1519, 1523
damages—	
appeals against assessment.....	877, 897
assessment of.....	877-880
N.C.O. i/c to report.....	881
repairs to places of outdoor recreation.....	880
duties in regard to.....	874-919
duties, miscellaneous, of C.O.....	928, 929
electricity, supervision of consumption.....	928
fatigue duties.....	884
fire, precautions against, etc.....	903-919
fireworks and bonfires in, forbidden.....	911
gas, supervision of consumption.....	928
general instructions.....	874-881
infected articles, sanitary precautions.....	882
inspection room for personnel reporting sick.....	966

Barracks—Concluded

	Para.
inspections	
attendance of officers.....	876, 888
marching-in	893, 896
marching-out	877, 897
medical	887, 888
periodical	890, 891
regimental by C.O.....	892
sanitary	887-889
suggestions by inspecting officer.....	74
inventories, furniture and utensils.....	895, 899
keys for hydrants and stop-cocks.....	908
motor vehicles storage in.....	910
notice of vacation.....	897
precautions to be taken against frozen water pipes.....	928
protection, unoccupied buildings.....	901
quarters, allotment of.....	941-959
reappropriation, new buildings, etc.....	927
returns	1479
sanitary arrangements.....	882-886
sites for new buildings, etc.....	927
sleeping out of.....	960, 961
spare accommodation, temporary use of.....	902
storage of oil, explosives.....	909
stores, inventories of.....	895, 899
tanks and cisterns, cleansing.....	884
ventilation	883
water, consumption.....	928
yards and parades to be kept clean.....	886
Bathing—	
parades, prevention of accidents.....	663, 664
Batman—	
payment to.....	1160
Bedding—	
damage to, in barracks.....	876
infected, how dealt with.....	882
inspection of.....	892
soldier in arrest.....	451
Beer—	
not allowed on troop trains.....	1190
when allowed in barrackrooms.....	441
Billeting—	
money for, detached parties.....	1179
parties, to precede main body.....	1223
quartering troops.....	806
Birthdays—	
salutes on.....	1423, 1425
Births—	
responsibility for civil registration of.....	1536
soldiers' children, notification of.....	1534
Bivouacs—	
instructions regarding.....	1166
Blankets—	
during movements of troops.....	1236
soldier in arrest.....	451
Blood Transfusion—	
furlough after operation as blood donor.....	1126
Board of Trade Medal—	
wearing of.....	1338

Boards—

	Para.
accident or damage to small arms.....	1319
assembly, composition, etc.	625
attendance, reckoned as duty	821
audit	41
buildings, new, sites for, etc.....	926, 927
difference between Board of Officers and Court of Inquiry..	629
discipline not dealt with by.....	629
documents and books, destruction of.....	1537, 1538
examinations, (q.v.)	
fires, explosions, etc., cause of.....	915-917
form of proceedings.....	629
general instructions	625-632
hour of assembly when held in hospital	631
medical, composition.....	630
president, how appointed.....	632

Boats—

military, flags flown by.....	1417
salutes in.....	1420

Bonfires—

forbidden in barracks or near huts.....	911
---	-----

Books—

active militia, annual allowance for.....	1498
company, etc., kept by P.F. units.....	1488
free issues, N.P.A.M.....	1498
guard, for army, general and militia orders.....	1489
guard, for company, etc., conduct sheets.....	1523
guard, for returns.....	1493
inspection of, N.P.A.M.....	1495
kept by officers, W.O's and N.C.O's.....	1487
letter, how kept.....	1492
Militia, etc., kept by record offices and units.....	1488
obsolete, destruction of.....	1537, 1538
official, general instructions.....	1487, 1498
orderly-room, care of.....	58
permission to publish, of a military nature.....	433
quartermasters	1488
record, officers', services, N.P.A.M.....	1496
regimental, company, etc., provision of.....	1495
requisitions for, N.P.A.M. when on service.....	1497
secret or confidential, general instructions.....	1466-1478

Boys—

enlisted for training as musicians	986
enlisted P.F. for special purposes.....	296
enlistment of	304
holding appointment on establishment, to be struck off roll of boys	297
included as part of authorized establishment of privates....	296
standard of education before appointment.....	296
training of, as musicians.....	296
training, physical	665
when struck off roll of boys.....	297

Brevet Field Officers—

duty in garrisons, etc.....	827
-----------------------------	-----

Brevet Rank—

grant of.....	189
---------------	-----

Brigade, Staff—

Brigade Commander, appointment.....	224
Brigade Commander, rank on appointment.....	169
Brigade Commander, tenure of appointment.....	224
Brigade Major, appointment.....	224
Brigade Major, precedence.....	217
Brigade Major, tenure of appointment.....	224

Brigadier-Generals—	Para.
precedence	215
Brigadiers—	
command and precedence.....	215
Bugle—	
calls, hours for.....	828, 829
salutes by.....	1377, 1404
sounds, etc., authorized books of.....	994
Bugle Major—	
training of.....	996
Buildings (See also Barracks)—	
new, boards on.....	926, 927
protection of unoccupied.....	901
Bus Convoy (See Transport)—	

C

Cables—	
reporting casualties other than on active service.....	1482
C.A.D.C. (See Dental Services)—	
Cadet Services—	
first appointments.....	163
promotion, field rank.....	187
promotion, officers.....	186
rank, retention of by officers.....	225
transfer to Reserve of Officers.....	246
Cadets—	
C.O.T.C. grant of temporary commission.....	150
R.M.C., grant of temporary commission.....	150
saluting, officers in uniform.....	1388
Camp—	
members of Royal Family or Governor General passing lines.	1379
Camps of Instruction—	
absentees, N.P.A.M.....	1144
medical officer for.....	984
prosecution absentees, O.C. to approve action being taken...	1146
refusal to attend, members N.P.A.M.....	1145
Canada Gazette—	
notification of appointments, etc.....	120
Canadian Efficiency Decoration (See Decorations and Medals)—	
Canadian Efficiency Medal (See Medals and Decorations)—	
Canadian Officers' Training Corps—	
cadets attending courses of instruction.....	696
cadets commissions in N.P.A.M.....	771
certificate "B" qualifies lieutenant (N.P.) for rank of captain	182
certificates, record of officers holding.....	274
exemption, cadets commissioned after having passed examina-	
tion for certificate "B".....	772
officers, holding C.O.T.C. certificates to be shown in Defence	
Forces list.....	275
procedure, cadets holding certificates but not accepting com-	
missions	274
training, calculation time credits.....	680

Canadian Small Arms School—	Para.
application to attend courses.....	727
branch schools.....	723
candidates found unsuitable, disposal of.....	697
channels of communication.....	App. II
education, standards required to attend courses.....	726
location.....	723
objects.....	722
officers, commissioned from ranks, certificates.....	725
organization.....	723
personnel N.P.A.M. eligible to attend.....	724
Canteens (See also Institutes)—	
at camps of instruction.....	1059
civilians using.....	1055
defaulters, exclusion of.....	1053
dry, N.P.A.M.	1058
light duty men, excluded.....	1054
liquor, hours for sale of	1052
use of by detachments of other corps.....	1048
Cap—	
forage, or service, how worn.....	1273
when soldier deprived of.....	455
Captain—	
field officer acting as.....	831
instruction in command on parade, etc.....	44
regimental duties, supervision of, by.....	832
Caretakers, Civilian—	
drill halls	923
drill halls, suspension of.....	923
general instructions.....	923
Caretakers, R.C.O.C. (See Ordnance Services)—	
Cars—	
loading, etc.	1238, 1242
Casualties, Peace-time—	
deaths	1480, 1483
deaths, officers, report on.....	32, 1481
soldiers	1480-1485
unusual number, special report on.....	1480
Caterer—	
officers' mess.....	1004-1006
sergeants' mess	1037
Cavalry (See also Horses)—	
books kept by.....	1487, 1488
inspector of, appointment.....	17
inspectors, reports by.....	App. VII
officers, instruction in routine duties.....	60
precedence of corps.....	1365
salutes by guards to armed parties.....	1406
squadrons, designation, organization, etc.....	804
standards and guidons.....	1370-1376
Ceremonial Visits—	
between governors (military) and naval and air force officers	1390
between military and foreign officers.....	1391
between military and naval and air force officers.....	1391
Certificate—	
character, soldiers	385-389
C.O.T.C. "B" will qualify lieutenant (N.P.) for rank of captain	182
discharge	376, 390
numbers present at divine service.....	1153
officers' mess, on change of command.....	1013

Certificate—Concluded	Para.
on taking possession of barracks.....	896
protecting, soldier committed as deserter, discharge from custody without	502
protecting, when soldier not claimed for service.....	501
qualification on passing militia staff course.....	714
qualification, permanent schools of instruction.....	704
qualifying, schools of instruction.....	704
rendered on destruction of secret, security, or confidential documents	1476
special proficiency.....	743
staff college, exemption.....	742
Chain of Responsibility—	
all ranks.....	805
Channels of Communication—	
correspondence	9, 111, 1152, 1452, App. II
Chaplains—	
appointments	165
arrangement of duties.....	1152
assistance in carrying out their duties.....	1151
channel of communication on ecclesiastical matters.....	1152
consecration of colours.....	1373
Character—	
assessment of, on discharge or transfer.....	383, 384
bad not to be awarded to a soldier holding G.C. badges or a N.C.O.	388
exemplary, conditions of award.....	386
non-commissioned officers, when assessment lower than "fair"	388
officers, when impugned.....	424
soldiers, rules for estimating and recording.....	383-389
Charge—	
against officers and warrant officers, summary disposal of..	458
award by C.O.	456
civil, payment of fine, etc., in case of soldier.....	484
civil, production of soldier's documents.....	484
civil, soldiers, attendance of officer at court.....	484
dismissal in doubtful cases.....	462, 463
disposal of by D.C.M. usually sufficient for.....	543
disposal of without reference to higher authority in emergency entry of.....	448, 456
entry of award on document.....	457
evidence must disclose exact nature of offence.....	461
examination of.....	541
framing of, offences by stablemen.....	532
framing of, when articles lost by neglect.....	534, 537, 538
further offences disclosed during investigation of first charge	465
gravity not to be increased after accused has elected trial..	461
indecentcy, fraud and theft, action to be taken.....	540
investigated immediately.....	449
investigation, rules for.....	454
liability of soldier, for trial, to be ascertained.....	460
minor offences dropped in serious cases.....	542
N.C.O.'s convicted by civil power, to be reported.....	485
not to be sent to court-martial when evidence doubtful.....	462
offences, soldiers under sentence.....	466
opinion on, not to be expressed when not disposed of.....	454
particulars of, value for stoppages to be entered in.....	535
power to dispose of, company, etc., commanders.....	454
public clothing, lost on desertion.....	538
reference to higher authority.....	525, 526
referred to superior authority or D.C.M.....	459
release from arrest, pending trial by court-martial.....	464
remand on, case brought forward daily.....	456
report, delivery of.....	448
reserved for C.O's award.....	456
sufficiency of evidence.....	461
summarily disposed of by C.O.	459

Charge d'Affaires—	Para.
minute guns, at funeral of.....	1428
Chargers, Officers' (See Horses)—	
Chief of the General Staff—	
Defence Council, member of.....	App. V
duties, staff of.....	App. VI
duties, when no Inspector-General appointed.....	16, App. VII
duties, when no Master-General of the Ordnance appointed..	App. VI
Church Parade (See Divine Service)—	
Cisterns and Tanks—	
cleaning of.....	884
Civil Authorities—	
deference to be paid to.....	415
D.O's.C. to maintain intercourse with.....	32
Civil Court—	
action when soldiers summoned to appear thereat.....	483, 484
removal of head-dress in.....	415
Civil Employment—	
certificate of qualification for.....	383, 384
Civil Power—	
action, when soldiers summoned to appear before.....	483, 484
conviction by, entry of, in conduct sheets.....	1518
conviction of N.C.O. report to D.O.C.....	485
trial by, for false answer on attestation.....	512, 513
Civil Power, Aid to—	
ammunition, issue and return of.....	851, 1314
calling out of troops to be reported.....	849
command to fire.....	857, 861
daily states to be rendered.....	865
discretionary power of officers.....	850
firing—	
by files or sections.....	860, 861
command, how given.....	857-861
how carried out.....	860
instructions as to.....	860, 862, 863
instructions as to disposal of troops, etc.....	852
order from magistrate.....	856, 857
precautions and warnings.....	858
law regarding calling out troops.....	848
magistrate, duties of, when military called out.....	853-858
magistrate, orders of, should be in writing.....	854
magistrate to accompany troops.....	853
movement of troops.....	852
nature of duty, firing instructions.....	862, 863
patrol or piquet to be armed.....	844
procedure when magistrate requests action to be taken.....	856
report on completion of duty.....	866
"Riot Act," proclamation, etc., reading of.....	855
statement of costs and expenses.....	867
taking action.....	856
troops, disposition and movement of.....	852, 859
troops to carry ammunition.....	851
warning that fire will be effective.....	858
withdrawal of troops.....	864
Civilian Medical Practitioners—	
employment of, by officers and soldiers.....	977, 978
Civilians—	
riots between soldiers and, to be reported.....	32

Claims—

against officers on resigning appointment.....	Para. 265
made at inspections.....	73

Cleanliness—

men, clothing, etc., company, etc., commander to attend to....	55
--	----

Clergymen (Civilian) Officiating—

certificate of numbers present and on strength.....	1153
duties to be performed by.....	1154

Clothing—

authorized patterns, deviation from, forbidden.....	1267
caps, forage, wearing of.....	1273
framing charges for selling.....	534, 535
issue and care of.....	1266
khaki drill, wearing of, governed by local instructions.....	1303
loss or deficiency of.....	633, 634
loss or deficiency of, stoppages to cover.....	535, 536
sealed patterns, conformity with.....	1265
sergeant tailors not to sell or appropriate remnants.....	1068
service dress, wearing of, governed by local instructions....	1303
working, officers.....	1295
working, soldiers.....	1295

Clothing, Civilian—

soldiers, wearing of plain clothes.....	1271
---	------

Coast Defence—

inspection of, by Inspector-General.....	13
schemes, revision of.....	32
works, prevention of trespassing, etc.....	App. III

Coffee-Rooms—

admission of friends to.....	1057
use of, by detachments of other corps.....	1048

Colonels—

duties of, in garrison.....	825
honorary	194, 226, 260
precedence	215
rank of, promotion to.....	170

Colonial Auxiliary Forces, Officers' Decoration—

(See Medals and Decorations)

Colours (See Standards, Colours and Guidons)—**Command—**

Army, Navy or Air Force respectively.....	1366
authority to, not exercised by Reserve officers	212
departmental and classified officers, limitation in exercise of.	220
detachments of different corps employed together.....	210
exercise of—	
by Camp Commandant.....	203
by N.P.A.M. officers attached P.F. for duty.....	218
by officers performing barrack duties.....	207
by officers under Visiting Forces Act.....	204
by Regimental officers.....	202
by Senior Combatant officer.....	22, 201
when officers, W.O's, N.C.O's, and men become prisoners	
of war.....	209
when Unit or Force on special duty in military districts	201
general rules regarding.....	201-212
how exercised in case of W.O's and N.C.O's Departmental	
Corps.	312
in chief of militia.....	6
medical officers, over patients in hospitals.....	208
Militia Forces, by R.C.A.F. officers.....	1366
of Militia, vested in D.O.C. and not the Minister.....	19
of station.....	22

Command—Concluded	Para.
officers provisionally appointed junior to officers holding confirmed rank	206
over subordinates, how maintained	413
powers of officers, in temporary	42
R.C.A.F. by Militia officers	1366
Commanders—	
classification of	20
higher, powers of	30, 32
inspections by	66, 72
station, duties of	22
Commanding Officer—	
artillery, allotted to coast defences	47
change of, certificate of solvency of mess on	1013
confidential report on	App. VIII
correspondence with another	1460
court-martial on, rank of members	552
Court of Inquiry may be assembled by	625
crime, prevention of, by	412
definition of, for purposes of transfer	363
definition of, in Army Act and Rules of Procedure	439
detachment, powers of	475, 476
duties and responsibility of	34
efficiency and capacity for command, testing	68
mess, management, responsibility for	998
offences which may be disposed of, by	459
paying compliments, when i/c party	1387
punishments by—	
delegation of powers	454
minor	470-472
regulations as to, not to be varied by	474
summary	459, 470, 472
returns, list of, rendered by	1479, App. IX
salutes to, by guards	1403
salutes to, in garrison, camp or station	1377
temporary	42
training of officers by	43, 44
Commands—	
division into military districts	7
responsibility of D.O.C.	7
Commissions (N.P.A.M.)—	
appointment—	
first, conditions	145, 158-163
first, 2nd Lieut.	147
military qualifications	146, 762-775
Canadian Postal Corps, qualifications required	162
confirmation of rank	148
Corps of Royal Canadian Engineers (N.P.), candidates to have engineering experience	152
general instructions	120-125
N.P.A.M. privilege of Gentlemen Cadets (R.M.C.) to select unit	151
R.C.A.M.C. (N.P.) posting for duty on appointment	156
R.C.O.C. (N.P.) special qualifications required before appointment	154
resignation of	264-266
signal units (N.P.) special qualifications required before appointment	153
temporary, cadets C.O.T.C.	150
temporary, cadets R.M.C.	150
Commissions (P.A.M.)—	
appointments to	126-143
candidates for, literary qualifications required	132
candidates for, to sign honourable undertaking before undergoing attachment for instructions	131
conditions and qualifications required	127

Commissions (P.A.M.)—Concluded	Para.
district officers, R.C.A.	139
executive officers, R.C.O.C. (P.F.)	140
general instructions	120-125A
graduates, R.M.C.	134
officer clerks, C.M.S.C.	141
officers joining unit on first appointment	143
probationary period	142
promotion to from ranks, disposal of documents on	1529
promotion to from ranks, other than classified officers	137
qualifications, additional, required, R.C.E., R.C.C.S., R.C.A.M.C., R.C.A.V.C. and R.C.A.P.C.	129
resignation of	264-266
Commitment (See Discipline)—	
Committal (See Discipline)—	
Committees—	
band and regimental	647-650
difference between committee and Court of Inquiry	629
discipline not dealt with by	629
form of proceedings	629
garrison or regimental institutes	1051
general instructions	629-631
regimental and band, members not to receive payment for services	650
Committees of Adjustment—	
appointment, composition and duties	645
Communication (See Channels of Communication)—	
Company Conduct Sheets (See Conduct Sheets)—	
Company, etc.—	
books to be kept by	1488
designation of, by letters or numbers	804
organization of	804
responsibility for	55
rolls	46, 52, 53
Company, etc., Commander—	
accounts, responsibility for	800
attendance of, when reserved case dealt with by C.O.	456
awards by, entry of	456, 457
awards by, subject to remission by C.O.	477
delegation of power to, by C.O.	454
duties of	49, 50, 60
funds, equipment, public stores, responsibility for	55
inspection of barracks, etc., attendance at	876
investigation of charges by	454-456
powers of, as to punishments	477
Complaints (See also Grievances)—	
anonymous, forbidden	417
combination to obtain redress forbidden	419
of officers and soldiers, how preferred	73, 417
through medium of press	417
Compliments (See Guards and Salutes)—	
Composition of Militia Force (See Militia)—	
Conduct—	
distinguished, or gallant, entered in conduct sheet	1518
of officers, to be brought to notice	45

	Para.
Conduct Sheets—	
company, etc.,—	
destruction of.....	1524
discharge, record of entries on.....	1524
lost, procedure on.....	1523
promotion, transfer of entries to regimental on.....	1524
rules for keeping entries in, etc.	1523-1525
unit proceeding on active service.....	1523
record in, confession of desertion or fraudulent enlistment..	522
regimental—	
officers, record of court-martial on.....	1517
soldiers, entries compared with guard reports.....	1522
soldiers, entries in, list of.....	1518
soldiers, entries, rules as to.....	1518, 1519
soldiers, how kept.....	1518
soldiers, lost, procedure on.....	1520
soldiers, unit proceeding on active service.....	1521
warrant officers, record of court-martial on.....	1517
Conductors, R.C.O.C.—	
eligible to take place of subaltern officers.....	311
Confinement—	
accommodation for.....	451
barracks to, by C.O.	472, 473
barracks to, defaulter, record from guard report produced	
at court-martial.	559
barracks to, drunkenness.....	489
barracks to, entered in conduct sheets.....	1518, 1523
retention in, to be reported.....	449
soldiers in close arrest.....	451, 452
Confirmation of Rank—	
officers.....	148
W.O. Class 1, bandmasters, N.P.A.M.....	318
W.O. Class 1, N.P.A.M.....	317
Confirming Officer (See Courts-Martial)—	
Consular Service—	
Consuls-General and Consuls, salutes at funerals of.....	1428
Consuls-General and Consuls, corresponding militia rank....	1369
Contractor—	
dealings with, by serving personnel.....	426
Convict, Military (See Military Convict)—	
Conviction—	
civil power, by, of N.C.O. to be reported.....	485
court-martial, quashing of.....	573
discharge on.....	372
entries of, in regimental conduct sheet.....	1518
Cook—	
assistant.....	1044
private soldier as, for detention rooms.....	618, 619
sergeant.....	1044
Cooking—	
inspection of, by regimental officer.....	1042, 1043
“Manual of Military Cooking,” cooks to be conversant with	1044
refuse, how dealt with.....	1045
soldiers’ messing and cooking, general instructions.....	1041-1044
system of	1041
Corps of Military Staff Clerks—	
age limit, Staff Orderly Service.....	300
appointment, officer clerks	141
transfer to, qualifications required.....	367

Corps Reserve—

composition of.....	2
rank and precedence on recall for service.....	213
rank in, confers no authority to command.....	212
recall for service.....	213, 242

Correspondence—

addresses on official.....	1456, 1458
application from officers or soldiers, submission of.....	1462
channels of communication.....	9, 111, 1452, App. II
circular letters, how dealt with.....	1463
civilians, with.....	1455
confidential.....	1463
general instructions as to.....	1450, 1464
identification in, of documents, plans, etc., forwarded N.D.H.Q. under separate cover.....	1457
inquiries regarding soldiers.....	1486
mode of conducting official.....	1452-1457
N.D.H.Q. to, how addressed.....	1456
non-official enclosures forbidden.....	1464
officers, between.....	1460
official, copies not to be furnished to persons not officially entitled thereto.....	436
opening letters.....	1453
responsibility of officers for.....	1451
routine on A.S.C. allowances and ordnance services.....	1461
secret or confidential, how transmitted.....	1468
signatures between officers in command and staff officers....	1460
signatures, letters for superior authority.....	1459
transmitted to higher authority, opinion to be recorded on...	1451
unnecessary, to be suppressed.....	1450

Council, Defence (See Defence Council)—**Counsel—**

not to be retained at public expense without N.D.H.Q. authority.....	443, 551
procedure, when services of required.....	551

Courses of Instruction (See also Schools of Instruction)—

applications to attend.....	693, 694, 698
applications to attend, all certificates to be completed.....	698
artillery staff.....	716-720
cadets, C.O.T.C., attendance at.....	696
candidates, nominal rolls of.....	700
candidates, selection of.....	697
candidates to be in possession of proper uniform and equip- ment.....	698
details regarding.....	692
diaries, weekly submission of.....	701
documents, Permanent Force personnel attending.....	699
farriers'.....	730
grant of acting rank, while attending.....	695
hygiene.....	731
long course, objects.....	707
long course, qualifications.....	130
master-gunners' course.....	721
militia staff course.....	708-715
militia staff course examination, theoretical.....	711
private soldiers, eligible to attend.....	695
qualifications required to attend.....	697
quartermasters'.....	729
sanitation.....	732
special, advanced, officers eligible to attend.....	715
special, officers attending, to give honourable undertaking to fulfil obligations.....	690
stretcher bearers and medical assistants.....	673, 686-689

Courtesy—

propriety of between all classes of society.....	415
--	-----

Courts, Civil—	Para.
conviction by, entries of in conduct sheets.....	1518
head-dress in.....	415
procedure, when soldiers summoned to appear.....	483, 484
Courts-Martial—	
accused—	
escort for.....	557
not to be handcuffed.....	557
removal from prison for attendance at.....	593
to be deprived of cap, etc.....	455
to be medically examined each day.....	557
acquittal, remarks in case of.....	572
attendance at, a tour of duty.....	821
attendance at, officers, for instruction.....	548
cases for superior courts.....	543
change of venue.....	546
charge, actual values of recoveries to be stated in particulars of	537
charges—	
deserters and absentees, expenses of arrest.....	539
framing of.....	532, 534
investigated before arrangement.....	541
of fraud, theft, etc., submitted to J.A.G.....	540
serious, where minor offence involved.....	542
commanding officers, trial of, by.....	552
committal, temporary, while awaiting trial or sentence.....	611, 612
composition of.....	553, 554
composition of, alterations in.....	554
conduct sheet, entry of conviction in.....	1517, 1518
confirmation, withholding of in certain cases.....	573
confirming officer, powers of commutation, mitigation, etc..	569-575
convening of, form prescribed for.....	554
convictions, previous, as evidence.....	558-563
counsel, engagement of.....	550, 551
defaulter, record of punishment of, produced as evidence....	559
district—	
convening authority for.....	544
release from arrest on election to be tried by.....	464
right of soldier to elect trial.....	464, 470, 478
right of soldier to reconsider decision after electing trial	464
sufficient in ordinary cases.....	543
transmission of proceeding.....	578-581
documents, copies used instead of originals.....	560
documents, used in evidence, recovery of originals.....	561
doubtful cases, not to be sent for trial by.....	462
drunkenness, trial by, for.....	487, 490
emergency, disposal of case, in.....	527
exemption from trial by, for exemplary service.....	460
form of convening order.....	554
fraud, trial by, for.....	531
general—	
cases of surrendering to the enemy.....	529
confirmation of.....	575
instructions regarding.....	524-532
rank of president.....	552
transmission of proceedings.....	575-581
when to be convened.....	543
hours of sitting.....	556
jurisdiction of, unrestricted.....	524
liability for trial by, in respect of time.....	460
losses, etc., trial by, for.....	633, 637
members not nominated until competent.....	548
members, number of.....	553
members of, attendance reckons a duty.....	821
members, rank of.....	552
oath, form of.....	562
offences against enlistment, previous character to be produced.	558
offences against superior.....	528
offences by stablemen and sentries.....	532

Courts-Martial—Concluded

Para.

offences of soldiers under sentence, to be tried at once.....	466
officers convening, responsibility of.....	541-551
officers in arrest, cannot demand.....	450
officers in waiting at.....	553
officers, record in conduct sheet of conviction by.....	1517
petition, against finding or sentence.....	574
powers of officers, in emergency.....	527
president, to be named in order for assembly.....	554
proceedings—	
C.O. not to confirm in certain cases.....	568
delay in transmission of.....	581
disposal after promulgation.....	579
documents attached to.....	559, 560
illegal or unjust, procedure.....	573
letter to accompany.....	578
promulgation of.....	577
quashing	573
reconsideration of, after statement on mitigation of punishment	571, 580
release from arrest pending promulgation.....	567
remarks by confirming officer.....	570, 572
transmission of.....	575, 576, 578, 581
when matters requiring investigation disclosed.....	580
proof that accused was a defaulter.....	559
prosecutor—	
appointment of.....	549
counsel for	550, 551
duties of.....	555
public clothing lost on desertion.....	538
punishment not to be increased because soldier elects trial by remand, custody of soldier, under.....	563
restitution, by soldiers convicted of theft, etc.	611, 612
sentences	
confirmation of.....	569-575
consideration of.....	563
expiration of, rules for reckoning.....	607
forms of commitment.....	582
framing of	565
legality of.....	569
limitation of.....	564
of, commutation of.....	597
promulgation of, custody of soldiers pending.....	611
publication in orders.....	577
reduction in	573
regulated by confirming officer.....	569
remission of	573, 597
removal to corps for promulgation of	612
revision of	570
rules for awarding	563-565
scale of punishments.....	564
soldiers already under sentence.....	564
soldiers convicted of theft, etc.....	566
statements made by accused, investigation of.....	571
status, attached officers detailed as members.....	545
stoppages by.....	533, 535, 538, 566
stoppages by, personal clothing and necessities.....	536
superior officer, power and definition of.....	525, 526
superiors, offences against.....	528
theft from comrade, to be tried by.....	530
trial by, change of venue.....	546
trial by, not compulsory.....	524
trial, not delayed by want of documents.....	558
value of articles to be made good, must be stated.....	535, 537
waiting members.....	553, 554
witnesses from distant stations.....	547

Courts of Inquiry—	Para.
absence, illegal, on.....	643
absence, illegal, record of declaration, etc.....	1513
accidents or damage to small arms.....	638
animals, loss of or injury to.....	633
attendance at, reckoned as tour of duty.....	821
authority for, when expense to public involved.....	626
declaration by, in cases where accused absented himself subsequent to conviction by court-martial.....	577
deficiencies, in cash.....	633
explosion in magazine, etc.	639
fire in barracks.....	915-917
general instructions.....	625-632
hospitals in, hour for assembly.....	631
hours of sitting.....	625
how conducted.....	627
injuries, personnel, N.P.A.M.	641
injuries, personnel, P.F.	640
loss of conduct sheet.....	1520
loss or damage to civilians.....	637
losses exceeding \$250.....	634
losses not exceeding \$250.....	636
president, how appointed.....	632
prisoners of war.....	644
proceedings, form for.....	629
stores, etc., loss or deficiencies in.....	633-637
witnesses, warning of.....	628
Credit—	
receipts from sales, etc.....	799
Crime—	
prevention of by C.O.....	412
Criminal Code—	
all ranks on staff to be acquainted with provision regarding official secrets.....	30
Crown—	
government of militia vested in.....	6
Royal Salute to.....	1377
D	
Damages—	
barrack general instructions.....	876-881
recovery of value, when no court of inquiry held.....	635
vehicles, in charge of soldiers.....	480
Deaths—	
documents, disposal on.....	1529
inquiries respecting.....	1486
particulars to be sent next-of-kin.....	1483
report of—	
in hospital.....	975
officers, by D.O.C.	32, 1481
soldiers	1481-1483
special, when unusual number of.....	1480
responsibility for civil registration of.....	1536
Debts—	
mess-men, C.O. to caution tradesmen.....	1004
officer unable to meet, procedure.....	425
Decorations (See also Medals and Decorations)—	
Canadian Efficiency, conditions of award, etc.	1335
how worn	1320
wearing of ribbon.....	1322
when worn with service dress.....	1304

Defaulters—	Para.
attendance at parades, duties, etc.	472
excluded from canteen.....	1053
not to undergo punishment lapsed.....	473
Defence (See also Coast Defence)—	
schemes of.....	32
Defence Council—	
composition	10, App. V
functions	10, App. V
inspections by.....	12
Defence Electric Lights (See Training)—	
Defence Forces List—	
annotation in—	
names candidates passing artillery staff course.....	720
officers passing Long Course.....	707
officers possessing C.O.T.C. certificates.....	275
publication, names of cadets holding certificates but not accepting commissions.....	274
Defences—	
admission to.....	30, App. III
Deficiencies—	
clothing, necessities, etc., how dealt with.....	534, 538, 633–638
recovery of value of, when no Court of Inquiry held.....	635
Delegation of Powers—	
C.O. to company, etc., commander.....	454
Dental History Sheets—	
custody of.....	1516
Dental Services—	
first appointment, C.A.D.C.	160
Departmental Corps—	
inspection of.....	14
precedence of.....	1365
transfer to.....	365–367
Departmental Officers (See also Services)—	
command, how exercised.....	207, 220
precedence of.....	220
Deputy Minister of National Defence—	
duties of	11, App. VI
Deserters—	
accounts of, when handed over to other corps.....	811
apprehension of, procedure.....	499, 503–510
certificate of surrender.....	500
certificate, protecting, when not claimed for service.....	501
clothing deficiencies.....	538
conduct sheets, entries in.....	1518
confession by—	
false	500
form of.....	519, 520
preserved with attestation paper.....	522
declaration of Court of Inquiry on.....	1513
definition of.....	495
documents, disposal of.....	1529
escorts for.....	500, 503–510, 602
expenses of arrest to be included in charge.....	539
forfeitures on dispensation from trial.....	518
identification of.....	505, 507–510
kits, disposal of, when handed over to other corps.....	811
military custody, when taken into.....	500
necessaries, supply of, when required.....	507, 508

Deserters—Concluded	Para.
notification from police, of apprehension of.....	503-506
order for removal of, by escort.....	506
private property of	812
proceedings against	499, 500
protecting certificate when not claimed.....	501
recruit, absconded.....	495
report to police, of desertion.....	495, 496
report to police, on rejoining.....	498
reports of, descriptive, to other P.F. units.....	495
reports, special, when unusual number of.....	1480
return regimental, how accounted for, in.....	1485
rewards and expenses.....	504
routes, issue of for.....	503-507
service, forfeited and restored.....	307
soldier committed as, discharged from custody without pro- tecting certificate.....	502
soldiers not returning from furlough dealt with as.....	1128
surrender of.....	500
trial—dispensation from—	
entries in conduct sheets.....	1518
form of order.....	521, 522
on confession by.....	518-521
Designation—	
companies, etc.	804
Detached Parties—	
to be provided with money for billets, etc.....	1179
Detachment—	
canteen, grocery shop, or coffee-room.....	1048
command, when more than one detachment, etc., placed under one officer.....	210, 476
C.O. powers of.....	475, 476
duty by, when reckoned as tour of.....	822
inspection of.....	58
medical officer, when to accompany.....	1178
mess, share of mess fund, etc.....	1011
refreshment for long journeys.....	1188
report, confidential, on officers of.....	App. VIII
Detention—	
absentee or deserter.....	500
award of, by C.O.....	472, 473
award of, by court-martial.....	563, 564
award of, for drunkenness.....	489
award, reasons for introduction as a punishment.....	563
barracks—	
administration, discipline, and inspection, orders regard- ing	608
articles to be sent with soldier to.....	609
branch, accommodation in to be ascertained.....	618
branch, committed to, temporarily.....	610, 611
branch, duties of warrant officer or N.C.O. in charge of.....	618
branch, inspection and visiting of.....	617
branch, medical examination before admission to.....	616
branch, release from.....	614
change of station, soldier under sentence.....	591
committal to	587, 611, 612
committal to, days not permissible.....	614
committal to, documents to be sent with soldier.....	589
committal to, form of.....	587
committal to, soldier to march to.....	603
committal to, temporarily.....	610, 611
committal to, time for.....	590, 614
control, inspection and administration.....	95
conveyance to.....	603
discharged from.....	601, 605
equipment taken to.....	609

Detention—Concluded	Para.
fitness for occupation.....	613
hours for committal and release.....	614
medical certificate, to accompany.....	588
medical examination before admission.....	616
punishment awarded by board of visitors, entry in conduct sheet.....	1518
questions relating to responsibility.....	95
release from, orders for.....	598-601
completion of, disposal of soldier on.....	605
custody of soldier under remand.....	611
entries of award by C.O. in conduct sheet.....	1518
forms of commitment, etc.....	582-587
limit, by summary award.....	473
periods of.....	563
release from, soldier not to do duty on day of.....	601
remission of.....	597
removal of soldier, whilst undergoing sentence in.....	591-596
rooms—	
charge of.....	619
committal, to, hour of.....	590, 614
committal to, soldiers of other corps.....	621
committal to, temporarily.....	586, 587, 610, 611
daily inspection of.....	617
duties of warrant officer or N.C.O. i/c of.....	618, 620
fitness for occupation.....	613
guard, confinement in.....	600
guard, keys, charge of.....	451
inspection of.....	613
medical examination before admission.....	616
release from.....	599-601, 614
removal from one to another.....	596
sentence of, private property of soldier, how dealt with on..	615
sentences, calculation of expiration of.....	607
substituted for fine.....	489
temporary, in prison, police station, etc.....	451
terms of, how awarded.....	565
Directors at National Defence Headquarters—	
temporary rank.....	190
Directors of Public Companies—	
officers acting as.....	427
Disallowances—	
correspondence relating to.....	1461
Disbandment of Corps—	
disposal of officers on.....	269, 270
disposal of officers, on reduction of establishment.....	269
Discharge—	
application for, when made to N.D.H.Q.....	372
authorities for carrying out.....	372
causes of.....	372
certificate—	
descriptions in.....	391
destroyed or lost.....	390
mentions in despatches to be recorded in.....	389
preparation of.....	376
character, mode of recording.....	383, 389
civil employment after, qualifications recorded in documents.....	383, 384
conduct sheets, company, etc., destroyed on.....	1524
conveyance home on.....	380
documents, description on.....	391
documents, disposal of.....	379
documents, preparation of.....	371
enlisted irregularly.....	372
free.....	372
general instructions.....	371, 379

Discharge—Concluded

	Para.
hospital, subsistence in, after.....	381
ignominy	372, 563
indulgence only, before expiration of engagement.....	371
inefficiency	372
infirmity of mind or body.....	382
instructions as to various classes of.....	372, 382
medical board, on.....	374
medically unfit for further service.....	372, 373
medically unfit, recruits, after enlistment, etc.....	372
misconduct	372
misconduct, description of soldier, sent to all P.F. units.....	378
Non-Permanent Active Militia units.....	392-395
notification of when soldier not in command of officer author- izing.	377
N.P.A.M. authority to carry out.....	393
N.P.A.M. when unit embodied or mobilized.....	394
Permanent Force.....	371-376
proceedings on—	
character, mode of recording.....	383, 389
description of soldier.....	391
preparation and disposal of, etc.....	371, 379
purchase, procedure, when by.....	372, 375
reasons for and special instructions.....	372
returns, instructions as to forwarding.....	375
soldiers right to claim.....	371
transportation to place of attestation.....	380, 1208
when granted as indulgence.....	371

Discipline—

acquaintance with published orders, essential to.....	411
action, officers, when character impugned.....	424
action, when officers unable to meet engagements.....	425
agencies, not to be accepted.....	427
all ranks, to be acquainted with published orders.....	411
anonymous complaints.....	417
application of Sec. 47AA to R.C.A.F. personnel.....	468
Army Act, explanation of, to soldiers.....	420
combination to obtain redress of grievances forbidden.....	419
company, etc., officers, knowledge of.....	49
complaints at inspections.....	418
complaints through press.....	417
concealment of venereal disease.....	442
contacts, Dept. National Defence where members, P.A.M. have financial interest.....	427
courtesy, propriety of, to all classes of society.....	415
crime, prevention of.....	412
dealings with contractors, officers and soldiers.....	426
definition of "Commanding Officer" under R.P. and A.A....	439
detachments may be associated under one command.....	476
detention barracks, orders regarding.....	608
detention, temporary, order for.....	451
directorships, public and other companies.....	427
displays, gymnastics, horsemanship, etc.....	431
exercise of command when officers and other ranks become prisoners of war.....	209
gambling prohibited	440
general instructions.....	405-444
grievances, redress of.....	417
information on military subjects, publication of.....	433
losses, recovery of value when no court of inquiry held....	635
maintenance of, by W.O's. and N.C.O's.....	413
maintenance of, responsibility of officers.....	406-413
members P.A.M. forbidden to engage in partisan work at elec- tions.	429
military information not to be divulged.....	432
military personnel not permitted to appear as expert wit- nesses in private lawsuits.....	438
N.C.O's not to be reprovod in hearing of private soldiers....	414

Discipline—Concluded	Para.
observance, provisions of "Criminal Code" and "Official Secrets Act".....	410
offences—	
by bandsmen.....	989
committed by patients in hospital.....	973
committed by patients in hospital on active service.....	974
officers attending foreign manoeuvres, accounts or reports of..	1110
personnel N.P.A.M. attending schools of instruction.....	408
political meetings.....	428
praise or censure of superiors forbidden.....	421
preliminary enquiry, soldiers in hospital, offences under the Army Act	482
presents and testimonials to superiors forbidden.....	421
presents from public bodies or private individuals not to be accepted.	421
press communications to, affecting military matters.....	434
prisoners of war.....	209
private letters on official business forbidden.....	423
Provost-Marshal, appointment.....	444
purchases from or sales to Government Depts.....	427
remand to their unit of N.P.A.M. personnel attending schools of instruction.....	409
removal by ship of soldiers under sentence.....	594
responsibility for questions relating to.....	95, App. VI
schools of instruction.....	407-409
smoking in streets.....	1268
soldiers not to leave barracks unless properly dressed.....	1268
soldiers temporarily employed as hospital attendants.....	972
soldiers under sentence, attending civil courts.....	591
summary disposal of offences by D.O.C. (officers and warrant officers R.C.A.F.).....	469
summary punishment, power to award.....	475
testimonials relating to service or character not to be forwarded with applications to National Defence Headquarters.	422
unofficial bodies purporting to be of a military character, not to be recognized.....	430
use of outside influence forbidden.....	423
wine and spirits not to be introduced into barrack rooms....	441
 District, Military—	
boundaries of.....	21
command, exercise of.....	201
division of, Dominion into.....	7, 21
duties A.A. and Q.M.G.	94
duties and responsibility of D.O.'s.C.	7, 30-33
duties of G.S.O.	91
duties when no G.S.O. appointed.....	92
 District Officer Commanding—	
duties of.....	20, 30-33
inspection, accompanied on by Staff Officer.....	76
inspection by	66-76
inspections of, not replaced by those of Inspector-General....	15
remarks on Inspection Reports.....	71
reports by...32, 72, 245, 250, 261, 274, 1469, 1481 App. VIII	
and App. IX	
reports confidential, by.....	77-80, App. VIII
responsibilities of.....	7, 15, 30, 32
 District Officer, R.C.A. (See Artillery)—	
 Disturbances—	
report on.....	32

Divine Service—

	Para.
arrangements for, by O.C.	1148
bandmen, playing troops to church.....	1150
certificate of numbers present.....	1153
chaplains	1151-1152
civilian clergymen	1153-1154
general instructions	1148-1150
liberty of worship.....	1149
officers and other ranks to attend.....	1149
rifles not to be carried	1148

Documents—

accuracy of, responsibility for.....	1451
attached duplicate attestation paper.....	1509
attached original attestation paper	1508
confidential	1466, 1467, 1471
custody of	1478
discharge, record 'Mentions in Despatches' to be made.....	389
disposal of, on discharge	379, 1529
disposition on transfer of soldiers.....	368, 1529
memorandum when sent to N.D.H.Q.....	1457
Non-Permanent Active Militia, creation of and completion of entries	1512
obsolete, disposal of	1537, 1538
official, access to and publication of.....	1466, 1467
official, general instructions	1466-1478
orderly room care of.....	58
produced in evidence at courts-martial.....	560
production of in civil courts.....	484
recovery of when used at courts-martial.....	561
secret and confidential, care and custody.....	1466-1478
soldiers—	
disposal of on transfer, death, etc.	1529
in hospital.....	969
procedure on change of name	1503
to accompany soldier on commitment to detention barracks..	589
unauthorized publication of, forbidden.....	1466

Drains—

cleaning of.....	884
------------------	-----

Dress—

arms and accoutrements on pass or furlough.....	1300
arrest, while under.....	453
C.O. responsible for.....	1267
court half mourning.....	1278
court-mourning	1278
detached duties not under arms off duty.....	1299
forage cap, wearing of.....	1273
full dress head-dress, when worn.....	1273
general instructions.....	1265-1281
great coats when and how worn.....	1277
khaki drill, wearing of, governed by local instructions.....	1303
mourning bands, wearing of.....	1279
mourning, wearing of.....	1279
off duty and on furlough.....	1299, 1300
officers, occasions of state or ceremony.....	1287
officers to provide their own uniforms.....	1286
orders, decorations and medals, when worn with service dress	1304
orders of, instructions.....	1269
orders of, officers.....	1297
orders of, soldiers.....	1306
ornaments and emblems, wearing of.....	1270, 1274
plain clothes, when allowed.....	1271
reserve officers.....	1290
retired staff officers.....	1289
sealed patterns, deviation from forbidden.....	1267
service dress, wearing of, governed by local instructions...	1303
service mourning.....	1278

Dress—Concluded	Para.
soldiers—	
arms and accoutrements, when worn.....	1301
service trousers, when worn.....	1302
when in public.....	1286
special instructions, officers.....	1268
special instructions, soldiers.....	1299-1305
spurs, wearing of.....	1294
sword-belt, swords and scabbards.....	1293
uniform—	
at fancy dress balls.....	1292
officers in foreign countries.....	1291
officers, when abroad.....	1291
working, officers.....	1295
Drill—	
men not dismissed from nor granted furlough until efficient..	1129
Drill Halls—	
allotment of accommodation.....	920
care of, away from district headquarters.....	921
caretakers, duties, etc.....	923
fire precautions, when used for purposes other than military.	923
flags	1412
general instructions.....	920-923
responsibility for care of.....	921
responsibility of D.C.O. with respect to fire precautions, etc	904
use of, purposes other than military.....	922
Drummers—	
furnished according to roster, in garrison.....	833
major, training for.....	996
Drums—	
books of instruction.....	994
not to be beaten after tattoo.....	829
ruffle of, as salute.....	1377, 1404
Drunkenness—	
charge not to be investigated on day of arrest.....	447
conduct sheets, entries in.....	1518, 1523
connected with serious offence.....	490
court-martial for, when resorted to.....	487
fines for.....	472, 489, 491, 492
fines for, recovery of.....	494
no excuse for commission of other offences.....	555
on duty, definition of.....	488
private soldier, disposal of charge.....	487, 489
private soldier, procedure after arrest.....	447
simple, how dealt with.....	487, 489
testing men, suspected of, forbidden.....	447
Duties—	
A.A. and Q.M.G. in Military Districts.....	94
adjutant	58, 833
adjutant-general	App. VI
aid to civil power (see "Civil Power")	
arrest, persons in, not to perform.....	452
artillery, engineer and signal officers.....	824
bandmasters	988, 996, 997
barracks, admission of strangers.....	929
barracks and other Government buildings.....	872-929
barracks, etc., taking and handing over.....	893-895, 897
boards of officers.....	821
bugle calls sounded after tattoo.....	829
chief of the general staff.....	16, App. VI
classification of.....	818
commanding officers of units.....	34-47
company, etc., commanders.....	52-57
court of inquiry.....	821

Duties—Concluded	Para.
courts-martial	821
daily	828-834
daily, officers to superintend regimental duties.....	832
daily, soldiers, how warned for.....	834
Defence Council.....	App. V
Deputy Minister of National Defence.....	App. VI
detailing, mode of.....	819
district officers commanding.....	20, 30-32
D.O.C. in respect of R.C.A.F.	20
D.O.C. to carry out instructions of Minister of Militia.....	19
district ordnance officer.....	96
district supply and transport officer.....	96
exchange of.....	823
fatigue, barracks.....	884
field officer, lieut.-colonel exempt from serving as.....	826
field officers	50, 51, 830, 831
fire or other alarms.....	840
flying	795
garrison and regimental, senior officers.....	825-827
G.S.O. in military districts.....	91
guards and piquets.....	835-847
guards—	
clothing when on guard.....	837
commanders of.....	836, 838, 847
junior officers to do duty with seniors.....	846
men not to quit.....	838
relief of sentries.....	841
stable	842
turning out and inspection of.....	839, 840, 845
inspections—	
barracks, charges, notice of appeal.....	877
barracks, marching-out.....	897
barracks, stables, etc.	876, 877-892
Inspector-General	13-16
Master-General of the Ordnance.....	App. VI
medical and hospital.....	962-971
medical officers.....	983
members and associate members Defence Council.....	App. V
military districts when G.S.O. not appointed.....	92
missed, while hospital patients.....	820
National Defence Headquarters.....	11, App. VI
N.C.O.'s in charge barrack rooms.....	881
officer in charge records.....	1488
officers—	
commanding artillery units allotted to Coast Defence....	47
entrusted with public moneys or stores.....	796-798
how detailed for.....	819
in medical charge of units.....	62, 803
patrols detailed to assist civil authorities.....	844
paymasters	63
quartermaster-general	App. VI
quartermasters	64, 65, 801-803
riding schools, care of.....	875
roster of.....	817-827, 833
sergeant cook	1044
sergeant tailor.....	1067
services and departments.....	112
soldiers attending hospital.....	967
staff, distribution of.....	88
staff of Adjutant-General.....	95
staff of Quartermaster-General.....	96
staff officers, temporary performance of.....	1107
subalterns	59
temporary, attachment of officers and soldiers during.....	1182
tour of, method of reckoning.....	819-822
under arms.....	39
wharves, responsibility for safety of.....	930
working and fatigue parties.....	868-373

E

Educational Establishments (See also Courses of Instruction and Schools of Instruction)—	Para.
courses abroad, details of.....	691
courses in Canada, general instructions.....	692-701
Edward Medal, The —	
acceptance and wearing of.....	1338
Efficiency —	
militia, D.O.C., responsible for.....	15
standards of, for pay.....	667
Efficiency Decoration (See Medals and Decorations)—	
Efficiency Medal (See Medals and Decorations)—	
Electric Lights —	
Defence, general instructions.....	813-816
report on practices.....	813
reports on personnel.....	814
Embarkation —	
movement of troops by water.....	1261
Emblems —	
unauthorized, not to be worn with uniform.....	1270
Employment —	
artificers, etc.	1071
canteen and mess stewards, R.C.O.C. caretakers not eligible for	359
private work executed by soldiers, etc.....	1061
Employment Sheet —	
rules for keeping.....	1528
Encampments —	
instructions regarding.....	1106
Engineering, Military —	
status, officer in charge of.....	872
Engineers —	
barracks, inspection by.....	890, 891
books kept by.....	1487, 1488
companies, troops, etc., designation of.....	804
duties, garrison, of officers.....	824
duties of D.E.O.	925, 927
inspection of.....	67
inspector, duties of.....	17, 18, App. VII
precedence of corps.....	1365
returns by D.E.O.	1479, App. IX
returns relating to.....	1479, App. IX
Enlistment —	
conditions of pay and service.....	289
discharge certificates to be produced on.....	282
former service to be declared on.....	282
general instructions.....	280-290
improper, action when discovered.....	286
improper, returns of.....	511
irregular, discharge for.....	372
men discharged for misconduct, prevention of.....	378
naturalization, evidence of.....	287
oath of allegiance, administration of.....	280
personnel—	
ineligible for.....	281
R.C.A.F.	511
Regular Army Reserve.....	283
re-engagement conditions of.....	289
soldiers serving in other units, forbidden.....	285
under assumed name.....	1503

Enlistment, Fraudulent—

Para.

action where personnel of other forces or reserve forces	
improperly enlisted.....	284
attestation on which soldier will serve.....	515
confession of, forms for.....	519
confession of, to be preserved.....	522
dispensation from trial.....	518
dispensation from trial, entry in conduct sheet.....	1518
disposal of various cases.....	512
entries in conduct sheet	1518
exemption from trial.....	460, 523
forfeiture of service on.....	307
notification of disposal of soldier.....	517, 523
obtaining necessities, stoppages to recover value of.....	533
order dispensing with trial.....	521, 522
R.C.N. personnel.....	511
relegation to former corps after conviction.....	516
trial for, barred by lapse of time.....	460, 523
trial for, corps in which to take place.....	514
trial for, exemption from.....	460, 523
trial, results of, notifying former units.....	517

Enlistment, N.P.A.M.—

age limits.....	303
boys, as special cases.....	304
boys, parents or guardians consent required.....	304
company commander to keep strength up, by.....	54
generally	302-306
how carried out.....	302
medical fitness, recruits.....	303
period of service.....	290
physical standard.....	303
re-engagement	305, 306

Enlistment—P.F.—

age limits.....	293, 300
attestation on.....	288
boys, enlistment for special purposes.....	296
boys, included in establishment of privates.....	296
conditions of.....	293
establishment not to be exceeded by.....	291
for general service.....	292
generally	291-301
oath of allegiance, administration of.....	295
physical standard required.....	293
re-engagement	298-301
vaccination of recruits.....	294, 980

Entertainments—

officers' mess.....	1029-1033
sergeants' mess.....	1037

Envoys—

artillery salutes to.....	1426, 1428
---------------------------	------------

Epidemics (See Sanitation)—

Equipment—

C.O., responsible for.....	37
deficiencies, court-martial on.....	534-538
issue and care of.....	1266
loss, injury, etc., court of inquiry on.....	636, 637, 643
regulations as to.....	1307-1310
sealed patterns, deviation from forbidden.....	1267
soldier undergoing detention.....	609
waterbottles, preservation of.....	1307
wearing, when greatcoat worn.....	1277

Escorts—	Para.
accused person at courts-martial.....	557
ammunition supplied to.....	1314
colours being moved.....	1375
conveyance, covered, for soldier proceeding to prison, etc....	603, 604
deserters or absentees—	
apprehension by civil police.....	505
commander of, to identify.....	507
rules as to.....	503, 505-508, 510
surrendering	500, 602
to take order for removal of.....	506
expenses of, when receiving soldier from another corps.....	606
funerals, military.....	1440-1443
handcuffs, when used by.....	604
money supplied N.C.O. i/c of.....	1179
responsibility of, for custody of soldier.....	604
routes for.....	1174
ship, on board, insufficient.....	594
soldier—	
on termination of sentence.....	605
suffering from infirmity of body or mind.....	382
under sentence appearing as witness, expenses, etc., of	592, 593
under sentence when included in unarmed draft.....	595
strength of.....	602
Wearing of headdress in civil courts.....	415
Escorts for Colours (See Standards, Guidons and Colours)—	
Establishments—	
bands	986
instructional cadre.....	338-340
Permanent Force, enlistments not to exceed.....	291
publication of	4
reduction of, disposal of officers on.....	269
training	4
Estates—	
military, administration of.....	1484
Estimates—	
money required for training.....	93
Examination—	
artillery staff course, qualifying.....	719
boards—	
farriers	1070
promotion, officers, N.P.A.M.	778, 779
promotion, officers, P.A.M.	748, 749
brevet rank not to exempt from passing.....	738
conditions to be fulfilled.....	744, 766
failure to pass.....	745
field service pocketbook, use of, at.....	776
foreign languages.....	785
militia staff course.....	710, 711
N.C.O.'s by C.O. to test qualifications.....	757
officers, further, on transfer.....	741
preparation for, officers and soldiers not to assist private tutors	437
promotion—	
N.P.A.M. nursing sisters.....	787
N.P.A.M. officers.....	762-780
N.P.A.M. other ranks.....	781-784
P.A.M. officers.....	738-747
P.A.M. officers, where held and dates.....	749
P.A.M. senior officers.....	750, 751, 753
P.A.M. up to rank of major.....	747
partial qualification.....	745
P.F. other ranks.....	756-759
P.F. other ranks, instructional cadre.....	760, 761
subaltern officers to take advantage of opportunities for preparation	61

Examination—Concluded	Para.
senior officers, R.C.A.M.C.....	751, 752
senior officers, R.C.A.V.C.....	753-755
specially recommended candidates who have not attended prescribed courses.....	783
Exchange—	
officers, general instructions.....	231-233
officers, leave of absence, cancelled by.....	1104
Explosions—	
in barracks, board on.....	915
points to be investigated.....	916
procedure in case of.....	639
Explosive Stores—	
notice to be given before delivery of to carrier company..	1255
F	
Families of Soldiers—	
definition of.....	979
hospital treatment.....	979
quarters, etc.	931-961
Farriers—	
examination of men trained as.....	1070
selection of men for training as.....	1069
sergeant, instruction, examination.....	1070
sergeant, instruction, selection for.....	1069
Fatigue Duties—	
baggage, loading and unloading parties for.....	1235
cleansing surface drains and flushing latrines.....	884
coal, to be performed by defaulters.....	871
duties classed as.....	871
reckoning for tour of duty.....	882
Fetes—	
display of horsemanship or gymnastics at.....	431
Field Conduct Sheets—	
rules for keeping, etc.	1527
Field Marshals—	
honours to be paid to by troops.....	1377
Field Officer of the Day—	
captain, acting as.....	831
duties of, in garrison.....	830
lieutenant-colonels, exempted from duty as.....	826
Field Officers—	
brevet, duties of.....	827
duties of.....	50, 51
duties of, when competent.....	49
instruction by C.O.....	44
salute by sentries.....	1407
supervision of juniors by.....	50
Field Service Pocketbook—	
use of, at examinations.....	776
Fines—	
drunkenness, for.....	472, 489, 491-494
drunkenness, for, recovery of.....	493
drunkenness, for, unpaid.....	489
levied on promotion, marriage, etc., of officers prohibited...	1032
recovery of, for drunkenness.....	494

	Para.
Fire—	
action on escape of gas.....	913
alarm on outbreak.....	840
buildings, closing for the night.....	912
committee	903
court of inquiry, to investigate circumstances of.....	915
explosive oils, storage.....	909
hazards, aerials, erection of.....	911
insurance against.....	919, 1040
investigation of court of inquiry into cause, etc.	916
liability of officers and soldiers for damage by.....	914
motor vehicles, storage, etc.	910
precautions against.....	911
precautions when government buildings used for purposes other than military.....	922
petroleum spirit, storage.....	909
piquet, duties of.....	905
piquet, instructions.....	907
report, special, when of extensive nature.....	918
responsibility of D.O.C. for promulgation of orders covering precautions, etc.	904
structural repairs, estimate of cost.....	917
water supply, keys for.....	908
Fire Fighting Appliances—	
fire engines.....	906
inspection of.....	906
Fireworks—	
in barracks forbidden.....	911
Firing Parties (See Funerals)—	
Fixtures—	
alterations in barracks, not allowed.....	900
inventories of, in barrack rooms.....	899
Flags—	
armed vessels.....	1415
blue ensign and devices.....	1417
colonial governors.....	1416
drill halls, forts, etc.	1412
Governor-General's personal.....	1410, 1411
instructions as to flying at stations, etc.	1409-1413
on motor cars and for mounted orderlies.....	1419
Royal Standard.....	1409, 1422
ship, on board, blue ensign for A.S.C., R.C.E. and Ordnance Services	1417
ship, on board, G.O.C. or colonial governor embarked....	1414, 1416, 1418
ship on board Sovereign and Royal Family, presence of....	1422
stations for flying.....	1412
unarmed vessels.....	1415
Union Jack.....	1412, 1414
Flag Stations (See Flags)—	
Flying Duties—	
instructions	795
Forage—	
commanding officer, responsibility of, when no R.C.A.S.C. officer present.....	1092
complaints regarding.....	1093
contract, copies to be supplied C.O., when no R.C.A.S.C. officer present.....	1092
demands, etc., for, to whom made.....	1461
general instructions.....	1092-1095
inspection of, by regimental officer, when no R.C.A.S.C. officer present.....	1092
inspection of daily issue.....	1093
issue and receipt of, hours for, etc.....	1093

Forage—Concluded	Para.
keys of stores, custody.....	1094
reserve stock, responsibility for maintenance and quality....	1092
sentries over.....	1094, 1095
store, precautions against fire in.....	1095
Foreign Courts—	
presentation of officers at.....	1392
Foreign Languages—	
examination	785
Foreign Manoeuvres—	
attendance at.....	1110
Foreign Medals and Orders—	
regulations with respect to.....	1341
Forfeited Service—	
regulations as to.....	307
Fortresses—	
admission to, regulations for.....	30, App. III
Funds—	
audit of.....	41
public, responsibility for.....	796-803
regimental	41
regimental, N.P.A.M. units, scales of contributions.....	1034
regimental paymaster or quartermaster not to have custody of	803
Funerals, Military—	
attendance at.....	1440, 1443
attendance at, by rural corps.....	57
civil functionaries, salutes at.....	1428, 1445
escort	1440
firing parties.....	1437
foreigners, salutes at.....	1446
gun-carriage, when supplied for.....	1439
military, general instructions.....	1437-1443
minute guns.....	1441
minute guns at civil funerals.....	1445
pall, by whom borne at.....	1442
parties to attend.....	1443
officers and soldiers, when entitled to.....	1437
officers and soldiers, when not entitled to.....	1438
procedure followed.....	1444
salutes, by officers, soldiers and colours passing.....	1385
salutes, rounds fired.....	1440
Furlough—	
abroad	1124, 1131
address of men on.....	1130
arms and accoutrements not taken on.....	1131
commencement and termination of.....	1128
conditions of.....	1121, 1122, 1129
discharge, prior to.....	1125
extension of, through sickness.....	1134
form for.....	1127
general instructions respecting.....	1121-1135
medical aid, when on.....	1135
overstaying, when reported as deserter.....	1128
period	1122-1124
Permanent Force—	
indulgence only.....	1121
sickness on, reporting, etc.	1134
special, after donating blood for transfusion, etc.	1126
special, before discharge.....	1125
special cases, recruits.....	1129
special, conditions of.....	1123

Furlough—Concluded	Para.
rejoining, men unable for want of money.....	1132
return, duties, etc., not to be made up on.....	1133
sick, period of, etc.	1136
travelling expenses of, for rejoining.....	1132
waistbelts taken with soldiers.....	1299
Furniture, Barrack—	
damage to.....	876
inventories of.....	899
G	
Gambling—	
by officers, O.C. to discountenance.....	34
forbidden	440
Garrison—	
duties in.....	817-873
Gas in Barracks—	
consumption, supervision.....	928
escape of.....	913
fittings not to be altered.....	900
key, duplicate, of stop-cocks, kept in guard room.....	913
prevention of waste.....	928
turning off.....	912
Gazette, Canada—	
appointments, promotions, etc., notified in.....	120
officers, forwarded to.....	120
General Staff—	
appointments	81-87
Glanders—	
disinfection after.....	1090
disposal of infected carcases.....	1091
horses suspected of.....	1089
Glasses—	
may be worn.....	1280
Good Conduct and Long Service Medal (See Medals and Decorations)—	
Good Conduct Badges (See Badges)—	
Government Buildings (See also Barracks and Drill Halls)—	
barracks, new or extensive additions, report on taking over..	927
boards, report by, where unnecessary.....	927
new, board to report on.....	926, 927
new or reconstructed, details of.....	927
reappropriation—	
board to report on.....	927
expenses in connection with.....	924
procedure	924
sites for.....	925
sites for, board to report on.....	927
Governor-General—	
command of militia exercised and administered by.....	6
parole by.....	23
personal flag of.....	1410, 1411
salutes, artillery, sanctioned by.....	1434, 1435
salutes, artillery, to.....	1426
Governors of Colonies—	
ceremonial visits, between naval officers and.....	1390
flags on board ship.....	1416
salutes and honours to.....	1377, 1380
salutes by guards, to.....	1403, 1404
sentries over, saluted by.....	1407

Greatcoats—	Para.
wearing of.....	1277
Grievances—	
anonymous complaints.....	417
combination to obtain redress of, forbidden.....	419
complaints through press.....	417
method of obtaining redress.....	417
reported at inspections.....	418
Guard, Commander of—	
duties in connection with charge report.....	448
keys of guard detention rooms, charge of.....	451
Guard and Guard Detention Rooms—	
keys, charge of.....	451
stores and furniture, charge of.....	847
used for temporary confinement.....	451
Guard Reports—	
conduct sheets, compared with periodically.....	1522, 1523
destruction of, authority for.....	1522
entry of charge in.....	448
form for.....	843
Guards—	
ammunition for.....	1314
clothing not to be taken off.....	837
coffee, hot, for.....	841
colours, when carried.....	1374, 1393, 1401
commanders of, duties.....	836-847
dismounting procedure.....	845
duty, mode of reckoning.....	822
extra, as punishment.....	472
field officer, visit and report.....	830
hospitals, for.....	963
inspection before going on duty and on return.....	58, 835, 836
inspection of, at reveille, retreat and tattoo.....	839
inspection on dismounting.....	845
instructions as to.....	835-847
mounting, hour for.....	835
officers, young, to be placed as supernumeraries on.....	846
quitting posts forbidden.....	838
relief.....	841
relief, inspection of.....	836
report by commander of.....	843, 845
rounds, visiting sentries.....	838
salutes—	
armed corps and armed parties.....	1406
bugle and drum.....	1404
by, when mounted over members of the Royal Family..	1402
by, when mounted over their Majesties.....	1402
by, when mounted over Viceroys and Governors within their governments.....	1402, 1403
colours.....	1377
commanding officers.....	1403
forbidden after "retreat".....	1406
general officers in uniform.....	1403
officers of other branches or services.....	1408
officers passing during relief.....	1405
officers passing in rear of.....	1405
sentries, honours paid by.....	1407
standards, when carried.....	1374
turning out—	
at reveille, retreat, and tattoo.....	839
on alarm of fire, etc.....	840
on approach of armed parties.....	1406
to officers, etc., procedure.....	1402, 1404
when visited by officer on duty.....	1402

Guards of Honour—	Para.
administrator acting for Governor General.....	1400
application for.....	1398
composition of, and when detailed.....	1393-1401
Governor General.....	1393-1395, 1397, 1399
King's Colour, when carried.....	1393
salute, upon playing National Anthem.....	1377
special occasions.....	1401
state ceremonies in Ottawa.....	1396
Guidons (See Standards, Colours and Guidons)—	
Gun Carriages—	
when supplied for funerals.....	1439
Guns—	
detrainment of.....	1242
entrainment of.....	1230, 1240
Gymnastics—	
displays of, regulations as to.....	431
instructors, assistant, maintenance of efficiency.....	668
instructors, assistant, number required.....	668
recruits, when further physical training required.....	666
salutes, officers not entitled to.....	1404
H	
Hair—	
rules regarding growth of.....	1272
Handcuffs—	
for use by escorts.....	604
Haversacks—	
when and how to be worn.....	1308
Headdress—	
civil courts, removal in.....	415
full dress, how worn.....	1273
Headquarters, Military District—	
staff at.....	111
staff, composition.....	81
Headquarters, National Defence—	
correspondence with.....	1456-1458
distribution of duties.....	11, App. VI
officers serving at.....	110
private communications with officials prohibited.....	423
staff, composition.....	81
Health of Troops—	
preservation of.....	36
Historical Records—	
method of keeping.....	1530
to be kept by corps and units.....	1530
Honorary Appointments—	
aides-de-camp.....	227-230
colonels and lieut.-Colonels.....	226
surgeons.....	227-230
Honorary Rank—	
chaplain.....	192
colonel and lieut.-colonel.....	194
colonel and lieut.-colonel on retirement.....	260
computing service for.....	192
officers, R.C.M.P.....	195

Honourable Undertaking—	Para.
by officers, to fulfil obligations after attending special courses	690
Honours and Salutes (See Salutes)—	
Horse Furniture—	
table of, for officers.....	1298
Horsemanship—	
display of.....	431
Horses—	
age of, how reckoned.....	1081
allotment to officers.....	1083
board of inquiry on injury and sudden death.....	1086, 1087
branding of.....	1080
carcases of diseased animals, burial or destruction of.....	1091
care of.....	1084
casting.....	1086
casualties, reporting of.....	1088
charge of, during furlough.....	1160
dead and disabled, disposal of.....	1086-1089
description of.....	1080
destruction of.....	1086
detrainment of.....	1234
disinfection, contagious diseases for.....	1090
entrainment, N.P.A.M. units.....	1224
entrainment of.....	1230
feeding and watering on railway journeys.....	1233
foals, disposal of.....	1082
forage.....	1092-1095
infectious and contagious diseases of.....	1089, 1090
injury or sickness of, at N.P.A.M. training, investigation of..	642
inspection of, by veterinary officer.....	1084
inspection of, weekly by C.O.....	1084
numbering of.....	1080
officers' charges.....	1083
remounts.....	1075-1079
report on sudden death of.....	1087
saddlery.....	1096-1098
stables, disinfection of.....	1090
suspects, contagious disease.....	1089
transfer of.....	1085
veterinary history sheet.....	1079, 1086
Horses, Rail Movements—	
cars, inspection of.....	1229
conducting parties.....	1227
contract showing value.....	1226
detrainment of.....	1234
direction, heads tied in.....	1232
entrainment of.....	1224-1232
general instructions.....	1224-1234
notice to rail companies.....	1180
saddlery, when removed.....	1231
securing horses during.....	1232
sick, transport of.....	1228
stock cars.....	1226
Hospitals—	
admission and discharge.....	969, 970
animals prohibited in area of.....	885
attendants.....	971, 972
boards or courts of inquiry in.....	631
chaplain, or clergyman, attendance at.....	1154
death or dangerous illness in, notification of.....	975
discharged men subsisted in.....	381
documents of men in.....	969
duties, general instructions.....	962-982
entries in conduct sheet of cases of alcoholism.....	1518, 1523
families of soldiers, may be treated as out-patients.....	979

Hospitals—Concluded	Para.
guards, orders for.....	963
inspection room and hours for examination of sick.....	966
offences—	
by patients in.....	973, 974
by soldiers employed in.....	972
under the Army Act, causing admission to, inquiry into and medical certificates for.....	481, 482
officers, regimental, access to men in.....	964
patients, rules for.....	208, 965
pay, forfeiture of, by men in, through an offence.....	481
report to relatives of patients ill or dead.....	975, 1482
sanitary reports.....	976
sick to be sent to.....	966-969

I

Identification of Offenders—	
how carried out.....	453

Imprisonment—	
commitment to.....	612
conduct sheets, entry of award in.....	1518
exemption from duty on day of release from.....	601
expiration of.....	605
form of committal.....	587
limit to.....	564
remission of.....	599
sentences—	
calculation of expiration of.....	609
of courts-martial.....	563
where served.....	586
terms of, how awarded.....	565

Infantry—	
books kept by.....	1487, 1488
chain of responsibility.....	805
company, designation.....	804
precedence of.....	1365
training recruits.....	665, 666
transport duties, training in.....	1074

Infectious Disease—	
contaminated articles, disposal and disinfection of.....	882, 969
venereal, to be reported.....	442

Influence—	
outside, forbidden.....	423

Injuries—	
court of inquiry on.....	640

Inoculation—	
compulsory, members, P.F.	125A, 294, 980
wives and children of P.F. personnel.....	980

Inquiries after Soldiers—	
how dealt with.....	1486

Inquiry, Court of—	
general instructions.....	625-634

Inspection Room, Medical—	
hours of attendance, general instructions.....	966

Inspections—	Para.
ammunition	1312-1315, 1317
annual, by D.O.C.	66, 72
annual, officers' messes.....	1014
annual, of regiments.....	66
artillery, coast.....	67, App. VII
artillery, mobile.....	App. VII
attendance, all ranks obligatory.....	70
barrack rooms, etc., attendance of officers.....	876
barracks, etc., by R.C.E. annually.....	891
barracks, etc., by R.C.E. periodically.....	890
books, N.P.A.M.	1495
by Defence Council.....	12
by Inspector-General.....	13-16
by Inspector-General do not replace those of D.O.C.....	15
by inspectors, technical efficiency to be recorded.....	App. VII
company, etc.	69
complaints at	73, 418
cooking apparatus and kitchens.....	1042
defects, action taken when officer inspects troops of his own command	74
detention barracks, etc.	617
detention barracks, orders regarding.....	608
detention rooms.....	613
engineer units.....	67
forage	1092, 1093
general instructions as to.....	66, 67
guards and armed parties.....	58, 835, 836, 845
instructions as to.....	12-18
kit	55
kitchens and cooking apparatus.....	1042
local arrangement not to be interfered with.....	75
marching-in and marching-out to be combined.....	893
marching-out	893
meals, soldiers.....	1042
medical	887, 888
officers, testing efficiency of.....	68, 69
orders, issued at.....	74
parade at, all officers and men to attend.....	70
periodical and marching-out, changes, notice of appeal.....	877
principles of.....	App. VII
rations, daily.....	1043
R.C.A.M.C. units.....	App. VII
regimental, buildings, stores, etc.	892
reports, general instructions as to.....	71, 72, 74
reports of inspectors.....	App. VII
restrictions as to local matters when inspecting officer not D.O.C.	75
saddlery, by C.O.....	1096
sanitary, barracks, etc., reporting defects.....	889
staff officer to accompany inspecting officer.....	76
stock cars, used for conveyance of horses.....	1226
subjects of.....	68
Sunday, not to be held on.....	56
troops, by D.O.C.	66
unit, general instructions as to.....	68-76
unit, testing capacity of officers and N.C.O's.	69
units by D.C.O.	68
veterinary, remounts.....	1078
Inspector-General—	
duties of.....	13-16
Inspectors—	
appointment of.....	17
duties of.....	13-18, App. VII
inspection by.....	18
list of	17
salutes to.....	1377

Inspectors, Reports—

artillery, coast.....	Para. VII
artillery, mobile.....	App. VII
engineer units.....	App. VII
medical units.....	App. VII
ordnance corps units.....	App. VII
R.C.A.S.C. units.....	App. VII
signal units.....	App. VII
technical efficiency.....	App. VII

Institutes, Regimental and Canteens—

canteens, dry.....	1058
canteens at camps of instruction.....	1059
civilians, admission.....	1055-1058
committee of management.....	1051
dealing at, prohibitions.....	1056
defaulters, use of canteen.....	1053
funds, audit of.....	41
funds, paymaster and quartermaster not to have charge of....	803
light duty men, canteen, use of.....	1054
liquor, hours for sale of.....	1052
objects of.....	1047
persons entitled to deal at.....	1055
purchases not to be made for persons not entitled to deal at..	1056
rules for management of.....	1049
use of, by small detachments.....	1048
visiting by officers.....	1050

Instructional Cadre—

administration, duty, and discipline.....	366, 337
composition and organization.....	334
disposal of personnel on return to regimental duty.....	339
disposition, when not required for instructional duty.....	339
duties	678
members supernumerary in their own unit.....	336
personnel transferred to, promotion in P.F. units to fill vac- ancies	343
posting for duty.....	338
promotion, conditions.....	342
promotion, qualifications required.....	761
qualifications required, before posting to.....	760
ranks and appointments.....	335
responsibility for training and efficiency.....	345
retention of rank on appointment, conditions.....	341

Insurance—

private property of officers and soldiers.....	919
property of officers' messes.....	1007
property of sergeants' messes.....	1040

Intelligence Duties—

supervised by general staff.....	91
----------------------------------	----

Inventions, Trial of—

not to be made without authority from National Defence Headquarters	1167
--	------

Inventories in Barracks—

furniture and utensils.....	899
on taking over barracks.....	895

J**Judge Advocate-General—**

charge and summary of evidence to be submitted to in cases of theft, fraud and indecency.....	540
duties of.....	App. VI
proceedings of courts-martial not to be quashed without refer- ence to.....	573
proceeding of G.C.M., forwarded to.....	575
special report to, if unusual delay in submission of court- martial proceedings.....	581

Judge-Advocates—

appointment of.....	30
---------------------	----

K

Keys—	Para.
gas and water supplies, where kept.....	908, 913
guard and guard detention rooms, where kept.....	451
King, The—	
birthday of, Royal Salutes on.....	1422, 1423
honours to be paid by the troops to.....	1374, 1377
toast, health of.....	1009
King's Medal (Champion Shot)—	
how worn.....	1337
Kitchens—	
inspected daily by orderly officer.....	1042
Kits—	
deserters, mode of disposing of.....	811
free, obtained fraudulently.....	533
men in hospitals.....	969
on line of march.....	1309
storage of, during train transport.....	1191

L

Lamps—	
instructions for use.....	911
Lance Ranks—	
reduction from.....	470, 471
unpaid, when permitted.....	323
Languages—	
interpreters, qualified, annotation in Defence Forces List....	786
Last Post—	
calls between "tattoo" (last post) and "reveille".....	829
hour for sounding.....	828
"turn out" of guard at.....	839
Latrines—	
flushing of.....	884
Leave of Absence—	
address during.....	1100
annual training from officers.....	1119, 1120
annual training from other ranks.....	1141, 1142
applications to be submitted through proper channels.....	1106
applications to N.D.H.Q. direct, forbidden.....	1106
cancelled by promotion, exchange, etc.	1104
commanding officers, conditions.....	1118
commencement, date of.....	1099
D.O's. C.	31
extension, application to state period required.....	1101
foreign manoeuvres, attendance at.....	1109, 1110
general instructions.....	1099-1120
grant of, by C.O.....	1111
grant of, by D.O's. C.	30, 1112, 1116, 1141
N.P.A.M. officers.....	1116-1120
officers, attendance of soldier servant during.....	1159
Permanent Active Militia.....	1111, 1112
rejoining from.....	1099
schools of instruction.....	1143
sick, medical board and medical certificate.....	1103, 1113-1115
sick report before expiration of.....	1114
special	1102
staff officers, provisions for performance of duties.....	1107
termination, date of.....	1099

Leave of Absence, Abroad—	Para.
applications for.....	1108
extensions on medical grounds.....	1103
medical attendance during.....	1103
officers not to accompany military expeditions.....	1109
officers not to act as press correspondents during.....	1109
officers reports on manoeuvres.....	1110
Legal Proceedings—	
counsel not to be retained at public expense without N.D.H.Q. authority	443
officers and soldiers involved in, through matters connected with official duties.....	443
Letter-Book—	
instructions for keeping.....	1492
Letter Carriers—	
not to be detained in barracks.....	1164
Letters—	
officers and soldiers to superiors.....	1462
postal orderly, funds of.....	1165
soldiers—	
address of, particulars.....	1163
distribution of.....	1164
orderly calling for, at post office.....	1165
Letters, Official—	
addresses on.....	1162
circular	1463
containing soldiers' medals, registration of.....	1326
enclosures	1454
mode of writing.....	1454
minutes on.....	1455
National Defence Headquarters, to or from.....	1162
not to contain private enclosures.....	1464
register of, to be kept.....	1492
secret and confidential, how addressed.....	1468
secret, how to be transmitted.....	1468
signature	
officers in command and staff officers.....	1460
to be in manuscript.....	1454
when intended for superior authority.....	1459
to civilians.....	1455
transmission of.....	1451
Libraries—	
class of.....	733
district officers', object of and responsibility for upkeep, etc.	734
reports on by D.O's. C.	737
schools of instruction, purpose of and how maintained.....	736
station officers', description and how maintained.....	735
supervised by general staff.....	91
Licensing Act—	
application to canteens.....	1055
Lights—	
electric, consumption, supervision.....	928
electric defence.....	813-815
extinguishing of, in barracks.....	911-913
"Lights out," time of sounding.....	829
Live Stock—	
not be kept in barracks, etc.	885
Long Course (See Courses)—	
Long Service Medal (See Medals and Decorations)—	

Losses—	Para.
recovery of value, when no court of inquiry held.....	635
stores, investigation by court of inquiry.....	634, 635, 637

Lunatic Soldiers (See Soldiers)—

M

Magazines—	
explosion in, report of.....	639

Magistrates—	
D.O.C. to maintain friendly intercourse with.....	32
duties of, in cases of military suppression of civil disorder.....	852-858, 864
head-dress of soldiers before.....	415

Manoeuvres—	
foreign, attendance at.....	1110
supervised by general staff.....	91

Maps—	
confidential, care of.....	1470
custody of.....	1469-1471
deficiencies.....	1475
list to be kept.....	1477
official, general instructions.....	1466-1478
record of disposition to be kept.....	1477
return, yearly, of.....	1473
"secret," etc., not to be publicly referred to.....	1466
"secret," safe custody of.....	1469

Marches—	
billeting arrangements.....	1223
tolls, exemption from.....	1222

Marching Order (See Dress)—

Marriage—	
fines on, by messes, prohibited.....	1032
married establishment—	
soldiers, removed from.....	940
soldiers, restoration to.....	940
waiting list for.....	937
W.O's., N.C.O's., and men.....	934-940
married roll.....	936
officers, particulars of, to be reported.....	1531
officers, when placed on married establishment.....	935
permission to marry, N.C.O's. and men.....	932, 933
soldiers—	
certificate of, to be furnished.....	1533
consent of commanding officer.....	931
not on married establishment.....	939
record of.....	1532
subalterns.....	931
without leave.....	938

Married—	
men, quarters, medical inspection of.....	887
officers, when dining members of mess.....	1003
roll.....	936
roll, families on, may be treated as out-patients.....	979

Master-General of the Ordnance—	
duties.....	App. VI
staff of, duties.....	App. VI

Master Gunners—	
appointment as.....	319
performing duty as subaltern officer.....	311
promotion of.....	319

	Para.
Matches—	
forbidden in forage stores	1095
Meals—	
inspection of	1042
provision of, responsibility for.....	1041
Medals and Decorations—	
absentees, disposal of.....	1330
Albert Medal, acceptance and wearing of.....	1338
award, conditions of.....	1348
award of non-military medals (British), to be reported.....	1339
Board of Trade Medal, award and wearing of.....	1338
Canadian Efficiency Decoration, conditions of award, etc. ..	1335
Canadian Efficiency Medal, conditions of award, etc.	1336
Canadian medals, replacement of.....	1347
custody during active service.....	1327-1329
custody on long journeys.....	1328
deserters, disposal of.....	1330
Distinguished Conduct Medal, recommendations for.....	1323
Edward Medal, acceptance and wearing of.....	1338
foreign—	
award to be reported.....	1339
cannot be replaced if lost.....	1341
regulations governing.....	1341
forfeiture of.....	1353
general instructions.....	1320-1332
grant and issue of.....	1324, 1325
grant of, entries in documents.....	1332
insignia of British Orders, etc., loss of and replacement....	1342, 1343
insignia or medals lost by officers.....	1344
King's Medal (Champion Shot), how worn.....	1337
letters containing.....	1326
Long Service and Good Conduct Medal—	
deprivation of.....	1352
disqualification after award.....	1334
presentation of.....	1334
procedure where conditions fulfilled.....	1334
restoration of.....	1335
rules for selection.....	1334
loss, general instructions.....	1342-1347
lost, applications from ex-soldiers.....	1346
lost by ex-soldiers, replacement.....	1343
lost by soldiers, action to be taken.....	1345
medals forfeited, disposal of.....	1357
Meritorious Service Medal, general conditions of award....	1333
Meritorious Service Medal, recommendations for.....	1333
Non-Military (British) medals allowed to be worn on uniform	1338
officers dying in the service, disposal of.....	1359
Order of St. John of Jerusalem acceptance and wearing of..	1338
receipt and disposal of.....	1331
replacement, general instructions.....	1342-1347
restoration of.....	1353
restrictions on acceptance and wearing (British or Foreign)	
medals.	1339
ribbons, wearing of.....	1321
ribbons, wearing of, pending issue of medal.....	1321
rolls, transmission of.....	1321
Royal Canadian Humane Association Medal, acceptance and	
wearing of.....	1338
Royal Canadian Humane Association, form of application..	1340
Royal Humane Society's Medal, award and wearing of.....	1338
Royal National Life Boat Medal, award and wearing of....	1338
soldiers dying in the service, disposal of.....	1359
soldiers, of unsound mind disposal of.....	1358
Stanhope Gold Medal, acceptance and wearing of.....	1338
Victoria Cross, recommendation for.....	1323
Victoria Cross, retention in cases where other medals forfeited	1354

Medals and Decorations—Concluded	Para.
War—	
forfeiture of, by persons other than officers or soldiers..	1351
power of Minister to withhold grant of.....	1349
reasons for which forfeiture of may be made.....	1350
restoration of.....	1355, 1356
wearing of.....	1320
wearing of ribbon.....	1322
when worn with service dress.....	1304
Medical Aid—	
men on furlough.....	1135
Medical Assistants (See Stretcher Bearers)—	
Medical History Sheets—	
custody of.....	1515
disposal	1529
entries in	1515
Medical Inspection—	
barracks, by medical officer.....	887
barracks, proposed dates of, and attendance of officers at..	888
Medical Officer—	
attached field unit, at disposal of A.D.M.S.	981
books to be kept by.....	1487
detachments, on march routes.....	1178
duties of (see Medical Services)	
horse to be supplied during marches.....	1220
in charge units.....	62
parade, attendance at.....	983
performing duty with troops in peace.....	983, 984
recruits, reports on, during physical training.....	666
regimental institutes, visits by.....	1050
rifle range, attendance at.....	984
servants, soldier, for.....	981, 1155
target practice, attendance at.....	984
Medical Services—	
administration in the field.....	981
barracks, medical inspection of.....	887, 888
board—	
disability on discharge.....	374
medical, composition.....	630
medical, soldiers unfit for service.....	373
sickleave, officers.....	1113-1115
soldier medically unfit to re-engage.....	301
books kept by units of.....	1487, 1488
certificates, medical, commitment to civil prison or detention	
barrack.	1103, 1113-1115
certificates, medical, leave of absence.....	1103, 1113-1115
civilian medical practitioners, employment of.....	977, 978
classes of instruction, stretcher bearer and medical assistants	687-689
command and precedence of officers.....	208-220
duties governed by medical regulations.....	962
duties, officers.....	112, 962-964, 981, 983, 984
examination, medical, of accused persons tried by court-martial	557
examination of sick.....	966
hygiene, courses in, officers permitted to attend.....	731
inspection, annual, of units.....	App. VII
inspection reports, on units of.....	App. VII
inspection room, for sick men.....	966
kits of sick and wounded soldiers in the field.....	982
medical attendance, dependents, officers and soldiers.....	979
medical certificate, candidates attending courses of instruction.	698
medical certificate on committal to detention.....	616
medical inspections, recruits.....	665
medical officer at camp of instruction, rifle ranges, etc.	984

Medical Services—Concluded

Para.

nursing sisters—	
R.C.A.M.C. (N.P.), appointment of.....	158
R.C.A.M.C. (N.P.), lists by units to be maintained.....	159
R.C.A.M.C. (N.P.), qualifying examinations.....	787
R.C.A.M.C. (P.F.), appointment of.....	136
R.C.A.M.C., rank badges.....	193
R.C.A.M.C., relative rank.....	193
officers, how detailed for duty on first appointment R.C.A.M.C. (N.P.).....	156
precedence, units of.....	1365
promotion, officers R.C.A.M.C. (N.P.).....	183
qualifications, officers, first appointment R.C.A.M.C. (N.P.).....	155
recruits, physical training, supervision of.....	666
sanitary reports, by medical officer.....	976
sanitation, courses in.....	732
sick or disabled soldiers unable to proceed home, monthly reports on.....	381
sick reports.....	966
soldiers transferred to civil hospitals.....	968
stretcher bearers, training of.....	686
supernumerary officers R.C.A.M.C. (N.P.).....	157
training of stretcher bearers and medical assistants.....	686-689
transfer to R.C.A.M.C. (P.F.).....	367
transfer to reserves, lieutenant-colonels R.C.A.M.C. (N.P.)....	243

Medical Services, Hospitals—

arrest of soldiers temporarily employed as attendants.....	972
attendants for.....	971
certificate on admission for offences under the Army Act....	481, 482
guards for.....	963
kits, etc., of patients admitted.....	969
offences committed by patients in.....	973
offences committed by patient when on active service.....	974
officers visiting men.....	964
patients dangerously ill.....	975
patients, death of.....	975
removal to, of sick.....	966
rules for patients.....	965
soldiers attending.....	967
soldiers discharged from.....	970

Meetings—

officers, general instructions.....	646-649
officers mess, quarterly.....	1010
other than for party or political purposes permitted in barracks	428
political, forbidden in barracks.....	428

Memoranda—

how to be written.....	1454
minutes on.....	1455

Mess-Committee—

paymaster, or quartermaster not to preside over.....	803
sergeants'	1037

Mess, Officers'—

accounts—	
all charges to be shown in.....	998
balance and audit of.....	41
private	998
annual inspection.....	1014
bills, attached officers.....	1023, 1026-1028
bills, to be paid monthly.....	1001
caterer for, N.C.O. acting as.....	1004, 1005
cheques, cashing of, by mess-man.....	1006
commanding officer, change of, certificate of solvency.....	1013
commanding officer, responsibility of.....	998, 1002

Mess, Officers'—Concluded	Para.
contributions—	
attached officers.....	1026-1028
cessation on leaving corps.....	1019
dates and assessment of.....	1018
married officers.....	1020
on appointment.....	1015
on promotion, exchange, etc.	1016, 1017
rates of.....	1015-1026
regulated by C.O.	1024
retired or seconded officers.....	1019
when absent sick or on duty for prolonged periods.....	1022
debts of, responsibility for when civilian mess-man employed	1004
detachment, division of fund, plate, etc., for.....	1011
dining members.....	1003
discipline maintained at.....	1012
dress mess, order of.....	1269, 1297
drinking the "King's Health".....	1009
economy to be maintained.....	1004, 1005
entertainment on arrival or departure of units.....	1033
entertainment, private friends.....	1031
entertainments, contributions.....	1029
entertainments, proposal for, signatures to.....	1029
entertainments, sanction for.....	1029
exemption from payment of share in entertainments.....	1030
exemption from payment of subscriptions.....	1021-1023
expenses, incidental, monthly charge for.....	1025
finer prohibited.....	1032
garrison or formation.....	999
honorary membership of.....	1000, 1035
insurance, mess property.....	1007
management of, C.O. superintends.....	998
membership.....	998
mess-man—	
cashing cheques.....	1006
debts incurred by.....	1004
N.C.O. acting as.....	1004, 1005
mess meetings.....	1010
mess sergeant.....	1005
messing expenses.....	1002
N.P.A.M. units, scale of contributions to regimental funds...	1034
plate, presents of, forbidden.....	1008
private friends, entertainment of.....	1031
prohibitions.....	1032
regulations, infractions of, to be reported.....	1014
solvency, certificates on change of command.....	1013
subscriptions—	
attached officers N.P.A.M.....	1026
exemption of.....	1021
married officers.....	1020
officers attached to other corps.....	1023
on exchange, promotion, etc.....	1016, 1017
rates of.....	1025
regulated by C.O.	1024
seconded or retiring officers.....	1019
yearly.....	1020
Mess Property—	
insurance of.....	1007, 1040
Mess, Sergeants'—	
accounts submitted.....	1037
attached N.C.O's.....	1037
beer, sale of.....	1037
caterer.....	1037
committees.....	1037
corporals, R.C.E., and R.C.C.S.	1037
discipline.....	1037
entertainments.....	1037

Mess, Sergeants'—Concluded	Para.
exemption from membership.....	1037
formation and supervision.....	1036
garrison	1037
honorary membership.....	1037
insurance	1040
meetings	1037
messing, rate of.....	1037
Non-Permanent Active Militia, general instructions.....	1039
president or treasurer, personnel ineligible for.....	1038
rules for guidance.....	1037-1040
subscriptions	1037
treasurer and accounts.....	1037
Mess, Soldiers'—	
responsibility for.....	65, 1041
Messing and Cooking, Soldiers'	
duties, sergeant cook.....	1044
general instructions.....	1041-1046
inspections, kitchen and meals.....	1042
rations, bread and meat, inspection of.....	1043
system of.....	1041
Military College of Science (England)—	
selection of officers and other ranks to attend.....	717
Military Convict—	
disposal of, powers of authorities.....	583
private property of.....	812
Military Custody—	
definition	445
guard detention room, custody of keys.....	451
officer, warrant officer, or N.C.O.....	446
private soldiers.....	446
retention in, report as to necessity.....	446
Military Districts (See Districts)—	
Military Engineering—	
instruction in, authority of technical officer in charge of.....	872
Military History Sheet—	
custody of.....	1514
disposal of.....	1529
entries in.....	1514
Military Information—	
publication of.....	433, 434
Military Medal—	
recommendation for.....	1323
Military Staff Clerks (See Corps of Military Staff Clerks)—	
Military Training (See Training)—	
Militia—	
command and administration of.....	6, 19, 20
composition of.....	1
composition, reserve formations.....	2
distribution of.....	5
government and administration.....	6
responsibility of D.O.C. for efficiency.....	15
service in, term of.....	3
Militia Act—	
complete copy for information.....	App. I
Militia List (See Defence Forces List)—	

Militia Staff Course—	Para.
candidate not eligible for practical portion until qualified in theoretical portion.....	712
general instructions.....	708-715
reserve officers not eligible.....	709
qualifications required by candidate.....	709
Minister of National Defence—	
administration of Militia by.....	8, 19
court of inquiry may be assembled by.....	625
duties of.....	8
salutes, artillery to.....	1426
Ministers, Resident, etc.—	
salutes, at funerals of.....	1428
Minute Guns—	
at funerals.....	1444, 1445
Minutes—	
mode of writing.....	1455
Mobilization—	
concentration on, duties of A.G. branch.....	90, 95
concentration on, duties of Q.M.G. branch.....	90
disposal of troops after concentration, duty of G.S. branch..	90
transport for stores, etc., on.....	1249
Money (See also Funds)—	
detached parties provided with, for billets, etc.	1179
public, responsibility for.....	55, 796-803
Motion Pictures—	
projectors for, not to be installed in military buildings with- out permission	911
Motor Vehicles—	
damage to, recovery from soldiers on account of.....	480
storage in barracks.....	910
Mounted Detachment—	
moving by march route.....	1177
Mourning—	
court, service or private.....	1278
wearing of mourning bands.....	1279
Moustache—	
wearing of, optional.....	1272
Movement of Troops, By Land—	
accidents to trains.....	1199
application for transport.....	1215
armed parties.....	1176
authority required for individual journeys.....	1172
billeting, when no barracks available.....	1223
blankets or rugs, issue of for journey.....	1236
cases of emergency, procedure when necessary requisition can- not be obtained.....	1214
departure, notification of.....	1195
detached parties to be provided with money.....	1179
detrainment, procedure.....	1200
dismounted troops.....	1221
entrainment—	
arrangements for.....	1191
completion of.....	1192
troops not to leave cars.....	1193
grooms, transportation, when allowed.....	1208
inspection of cars.....	1190, 1200, 1229
marching out and in states.....	1181
medical officers, on the line of march.....	1220

Movement of Troops, By Land—Concluded	Para.
medical officers, when necessary to accompany unit.....	1178
motor truck transportation.....	1171
mounted detachments.....	1177
notice of, when vacating barracks.....	897
officers and soldiers proceeding on temporary duty, attachment.	1182
officers to visit troops during railroad journey.....	1198
rail, by, general instructions.....	1170-1200
railroad cars, re-entering after halt.....	1197
railroad journeys, halting points.....	1196
railroad journeys, seating arrangements.....	1192
railway companies to have notice of.....	1180
railway regulations to be complied with.....	1187
refreshments during rail journeys.....	1188, 1194, 1195
requisitions, transport, general instructions.....	1208-1219
routes	1174
temporary duty, officers and soldiers to be attached during	1182
tolls, exemption from.....	1222
trains, preliminary arrangements.....	1186-1189
trains, special, not to be ordered without authority.....	1175
transport operations.....	1170
units, stationmaster to be informed.....	1186
Movement of Troops by Water—	
how carried out.....	1261
Mules—	
purchase of.....	1077
Mutiny—	
penalties prescribed for Army Act for.....	420
N	
Name of Soldier—	
change of.....	1503
National Anthem—	
arrangements of.....	991
foreign	991
salutes, when played, by all ranks in uniform.....	1378
when not played.....	1377
when played on parade, salutes, etc.	1378
when to be played at salutes.....	1377
National Defence Headquarters—	
staff at.....	110
Navy, Royal Canadian—	
corresponding ranks.....	1366, 1367
salutes, by guards and sentries.....	1408
salutes, by officers and soldiers.....	1388, 1389
visits of ceremony between military and naval and air force officers.	1390, 1391
Necessaries—	
made away with.....	534-538
responsibility for provision of.....	55
Next of Kin—	
record of.....	1504
Non-Commissioned Officers—	
acting, appointment.....	323
acting, reversion to permanent grade.....	470
appointment held by.....	308
arrest by, rules as to.....	446
arrest of.....	445-449, 451-453
conduct sheets, entries in..	1518, 1524

Non-Commissioned Officers—Concluded		Para.
conviction by civil court, to be reported.....	485	
discipline, rules for maintenance of, by.....	413	
instructors, testing capacity as.....	69	
lance ranks, appointment.....	323	
misconduct of, officers to report.....	406	
plain clothes, when worn.....	1271	
precedence of.....	309	
promotion—		
general instructions.....	321-326	
qualifications	756-759	
to and among.....	321-325	
to commission.....	137	
to rank of sergeant.....	326	
public money not given in charge of.....	796, 798	
punishments, summary or minor, when liable to.....	471	
quarters for.....	956, 957, 959	
ranks and appointments of.....	308	
R.C.A.P.C. and C.M.S.C.	312	
reduction of.....	330, 333	
reduction of, N.P.A.M.	333	
reduction on conviction by civil power.....	485	
removal from appointment.....	328, 329	
reprimand of.....	470	
reproof of, in public.....	414	
resignation of.....	327	
salutes, etc., paid by.....	1389	
supervision of.....	58	
taking over soldiers in custody.....	606	
transfer of.....	361	
working parties, liability to perform work.....	873	
Nosebags—		
requisition for.....	1225	
Numbering—		
companies, etc.....	804	
horses	1080	
soldiers, rules for.....	1502, 1505, 1510	
Nursing Sisters (See also Medical Services)—		
appointments, R.C.A.M.C. (N.P.).....	158	
appointments, R.C.A.M.C. (P.F.).....	136	
posting of, on appointment to R.C.A.M.C. (N.P.).....	159	
qualifying examinations, N.P.A.M.....	787	
rank badges	193	
relative rank.....	193	
relinquishment of appointment on marriage.....	263	
O		
Oath—		
administration of.....	280	
form of, courts-martial.....	562	
Offences (See also Charges)—		
first, treatment of.....	412-459	
investigation of further offences discovered during.....	465	
investigation of, soldier deprived of cap, etc., during.....	455	
list of, with punishments.....	563	
minor, omitted on trial by court-martial.....	542	
prevalence of, to be notified in local orders.....	563	
superiors against.....	528	
under Army Act, involving admission to hospital.....	481, 482	
Offenders—		
identification of.....	453	

Officers i/c Records—

at N.D.H.Q., correspondence with respect to war service records C.E.F.	1452
inquiries regarding soldiers, how dealt with.....	1486
unit orders sent to.....	1494

Officers—

abroad, not to accompany military expeditions without permission	1109
abroad, not to act as press correspondent with any army in the field, without permission.....	1109
abroad, not to send accounts of, or comments on manoeuvres, unless so authorized.....	1110
absent, how accounted for in monthly returns.....	1105
adjutant, appointment.....	58
adjutant, duties.....	58
application from, how submitted.....	1462
appointed to command of signal troop or inter-communication platoon	105
appointments of.....	120-166
arrest of—	
general instructions.....	446
release from.....	458
restrictions when under.....	446
attached to Permanent Force, precedence of.....	218
attendance at—	
foreign manoeuvres.....	1110
inspections obligatory.....	70
political meetings, etc.....	429
attending reviews in mufti.....	1288
bankrupt, action to be taken.....	425
books to be kept by.....	1487
British military forces, status of when attached Canadian forces	204
capacity to be tested at unit inspections.....	69
charge against.....	445, 446, 448
charges, private, or supplied at public expense.....	1083
clothes, plain, when worn.....	1271
command of company, etc.	49
command, temporary duties while in.....	42
commanding, confidential reports on.....	App. VIII
commanding, next senior to be available before leave granted to	1118
commissions	123-128, 134, 145, 146, 164
company commanders—	
authorized to provide escort at funerals of members....	57
kit inspections by.....	56
responsibility	55
compliments by guards, to those in uniform only.....	1404
conduct of, report by C.O.	45
confidential reports—	
action when delay in promotion recommended.....	App. VIII
how furnished.....	80
on, considered with respect to appointments, employment and promotion.....	79
on, furnished annually.....	78
to contain recommendations on promotion.....	App. VIII
when on detached duty.....	App. VIII
corps reserve, general instructions.....	2, 213, 214, 241, 242
correspondence, responsibility as to.....	1450-1452
court-martial—	
attendance at, for instruction.....	548
cannot demand when under arrest.....	450
conviction by, entry in regimental conduct sheet.....	1517
member of, not nominated until competent.....	548
on, record of.....	1517
death of, report and procedure on.....	32, 1481
directorship or agency, not to hold.....	427
disposal of, on disbandment of corps.....	270
disputes, prevention of.....	34

Officers—Continued

	Para.
duties, exchange of.....	823
efficiency to be brought to notice of inspecting officer.....	45
examination, preparation for by C.O.	43
exchange or transfer.....	231-233
failing to support C.O., report to inspecting officer.....	45
forbidden to publish military information.....	433
forbidden to use outside influence.....	423
foreign courts, presentation at.....	1392
gambling, O.C. to discountenance.....	34
honourable undertaking to fulfill obligations after attending special courses of instruction.....	690
instruction of, responsibility for.....	43, 44
joining corps on appointment, date of.....	143
joining corps, reporting on.....	143
juniors placed as supernumeraries on guard.....	840
marriages, report of.....	1531
married establishment, when placed on.....	935
medical, appointment of.....	129, 156
medical, i/c units.....	62
medically unfit.....	259
mess generally.....	998-1035
meetings.....	646-650
moneys and stores, public responsibility for.....	56, 796, 798
National Defence Headquarters, interviews, etc., forbidden with officials at.....	423
N.P.A.M. leave of absence.....	1117
of H.M. Forces or H.M. Dominion Forces, other than Cana- dian, training in Canada.....	661
paymasters, duties.....	63
practical jokes, O.C. to check.....	34
precedence of, general rules.....	202, 203, 205, 206, 213-220
procedure, when character impugned.....	424
procedure, when unable to satisfy debts.....	425
proficiency of, C.O. to bring to notice of inspecting officer..	45
proficiency, standard of.....	49
promotion—	
generally.....	167-187
reserve officers not eligible for.....	241
syllabus of examination, N.P.A.M.....	762
syllabus of examination, P.A.M.....	738
protection of C.O. to those not prepared to join in any expense	35
provisional rank on appointment.....	147
qualifications to administer oath of allegiance.....	280
quartered near their men in billets.....	1223
quartermasters duties.....	64
quarters.....	948-951
quitting Dominion without permission, forbidden.....	1108
rank, on first appointment to Permanent Active Militia.....	126
ranks, corresponding, Army, Navy and Air Force.....	1367
R.C.A.F. application to, of Sec. 47 A.A.	469
R.C.A.S.C., status of.....	207
recommendations not to be forwarded with applications to National Defence Headquarters.....	422
regimental field, to assist and support commanding officer....	51
regimental, other than commanding officers, duties.....	50
regulations, required by.....	1487
removal of.....	267, 268
report, confidential.....	77, 1479, App. VIII
reserve of, general instructions.....	240-246
resignation of.....	264-266
responsibility generally, of.....	406
retired, to report annually.....	262
retirement of.....	253-264
salutes, artillery, to.....	1427
salutes, by.....	1388
salutes, to.....	1404-1408
seconded, confidential report on.....	App. VIII
seconded, general instructions.....	234, 235

Officers—Concluded	Para.
senior, R.C.A.V.C. attached District Staff.....	754
senior, regimental, special confidential reports on.....	App. VIII
services, record of.....	1501
subaltern	44, 49, 59, 60, 805, 832
subaltern, to take advantage of opportunities to prepare for promotion examinations.....	61
superior—	
cases referred to, procedure.....	525
definition of.....	526
Offences against.....	528
praise or censure of, forbidden.....	421
to become acquainted with abilities of juniors.....	50
supernumerary, appointed to units N.P.A.M.....	149
suspension of, from duty.....	424
temporarily residing in Canada, attachment for training....	661
testimonials, etc., from inferiors, forbidden.....	421
training	43, 44
training, in United Kingdom.....	660
treatment of soldiers by.....	413
Officers Commanding—	
correspondence, local adjustment of questions.....	1450
correspondence, transmission of and record of opinion on....	1451
correspondence, unnecessary, suppressed by.....	1450
duties of.....	34-47, 1490
Officers Commanding Districts (See District Officer Commanding)—	
Official—	
documents, publications of prohibited.....	1470
information not to be given to the press.....	433
Official Secrets—	
persons to be acquainted with Criminal Code concerning 30, 410, App. IV	
Oil—	
explosive, storage of.....	909
Order-Book—	
Army, General and Militia Orders.....	1489
orders of general officers at inspection recorded in.....	74
regimental	1494
Order of St. John of Jerusalem, Life Saving Medal of—	
grant and acceptance of.....	1338
Orderlies—	
duties, how carried out.....	1161
employment of.....	1161
post office.....	1165
Orderly Room—	
books and documents, care of.....	58
personnel, supervision of.....	58
sergeant, promotion.....	325
Orders—	
Administrative Staff, preparation and issue of.....	89
Army, General and Militia, how kept.....	1489
book for.....	1491
circulation of.....	40, 1491
C.O. not in exercise of his command, not to issue.....	42
C.O., responsibility as to.....	40
discussion of, prohibited.....	433
explanation of, to troops.....	1491
General Staff, preparation and issue of.....	89
ignorance of, no excuse for non-observance.....	411
officers and soldiers to acquaint themselves with.....	411, 1491
officers, returning from leave to read up.....	1099
preparation and signing of, by staff officers.....	89

Orders—Concluded	Para.
promulgation of, regimentally.....	40, 58, 834, 1491
regimental, book for.....	1491
regimental, charges for barrack damages published in.....	878
relating to soldiers, to be read and explained.....	1491
standing, officer in temporary command, not to issue.....	42
unit—	
all ranks to be acquainted with.....	1491
custody, filing and numbering.....	1491
divided into two parts.....	1494
promulgation and signature.....	1491
subject matter Part I and II.....	1494
Orders and Decorations (See also Medals and Decorations)—	
foreign, regulations regarding.....	1341
when worn with service dress.....	1304
Orders of Dress (See Dress)—	
Ordnance Services—	
appointment, executive officers, R.C.O.C.	140
caretakers, R.C.O.C., for amouries, etc.	358
caretakers, R.C.O.C., not to be employed as canteen and mess stewards	359
correspondence relating to.....	1461
duties of ordnance officers.....	112
inspectors and inspections.....	App. VII
officers, confidential reports on.....	App. VIII
officers, precedence, etc., of.....	220
returns furnished by.....	1479, App. IX
transfer to.....	367
Ordnance Services, Armament Artificers, R.C.O.C.—	
casualties to, or offences by, to be reported.....	357
employment not to be interrupted.....	356
misconduct of effect on promotion.....	354
promotion on appointment.....	353
tests prior to enlistment.....	355
under command of R.C.O.C. officer.....	352
Ordnance Services, Armourers, R.C.O.C.—	
applications for services of.....	347
appointment of.....	346
casualties and offences to be reported.....	350
misconduct of, effect on promotion.....	351
employment of, not to be interrupted.....	349
promotion of.....	346
Ornaments (See Dress)—	

P

Parole—	
given by Governor General.....	23
Passes—	
Non-Permanent Active Militia—	
absence from training.....	1141
during period of annual training.....	1142
general instructions.....	1141-1143
Permanent Force—	
general instructions.....	1137-1140
grant of.....	1137
N.C.O's.	1139
permanent, grant of.....	1138
time limit.....	1140

Pay—	Para.
deduction from, by award of C.O.	470, 472, 480
forfeiture—	
conduct sheets, entry in.....	1518, 1519, 1523
for absence without leave.....	478
while in hospital for offences under the Army Act.....	481
proficiency, grant of, conditions.....	667
Pay Corps (See Royal Canadian Army Pay Corps)—	
Paymasters—	
duties of.....	63, 803
funds, regimental, etc., not to have custody of.....	803
quartermaster not to perform duties of.....	803
Physical Training (See Training)—	
Pioneers—	
employment—	
general instructions.....	1060
on private work for officers.....	1061
qualifications for.....	1063
establishment and trades of.....	1064
fatigue men	1062
workshops	1061-1065
Piquets—	
disturbances, suppression of, how to be armed.....	844
duty, reckoning of.....	822
extra, when awarded as punishment.....	472, 1523
mounting, hour of.....	835
Pistols—	
regulations as to.....	1275
Plain Clothes—	
wearing of.....	1271
Police—	
civil, deserters and absentees, description of sent to.....	496
garrison, composition and command of.....	622
garrison, to replace guards and piquets where possible.....	835
regimental, duties, etc.	623, 624
Police Station—	
temporary detention in.....	451
Political Meetings—	
forbidden in barracks, etc.	428
participation in partizan activities forbidden.....	429
Pouches—	
examined before and after issue of ammunition.....	1315
Practical Jokes—	
O.C. to check.....	34
Precedence—	
departmental and classified officers.....	220
not affected by date of qualification for promotion.....	205
officers—	
employed as Brigade Majors.....	217
general rules.....	201-220
holding temporary appointments.....	216
N.P.A.M. attached to P.F.....	218, 219
P.A.M., on first appointment.....	126
on reappointment to active establishment from reserve formations.	213
on retransfer to reserve formations after recall to active list.....	211, 214
order of, corps of the Militia.....	1365
permanent, local and temporary rank.....	215

INDEX

Pr.

Precedence—Concluded	Para.
personnel of naval, land and air forces taking part in joint ceremony but not as units.....	1368
R.C.A.F. personnel when taking part in joint parades or ceremonies.....	1368
units of naval, land, and air forces when taking part in joint parade or ceremony.....	1368
warrant officers and N.C.O's. on reduction.....	330
warrant officers, N.C.O's. and men.....	309
Presentation—	
at foreign courts.....	1392
Presents—	
officers and soldiers forbidden to accept money from public bodies.....	421
to officers, forbidden.....	421
Press—	
communications to.....	417, 433, 434
Press Correspondents—	
officer not to act as, without permission.....	1109
Prisoners of War—	
court of inquiry on officers and soldiers.....	644
military relation of superior and subordinate, discipline, etc., remains unaltered.....	209
Prisons, Civil—	
arrival at, time for.....	590
commitment to.....	585-587
discharge from.....	598, 601, 605
medical certificate sent to.....	588
temporary confinement in.....	451
Prisons, Military (See Detention Barracks)—	
Private Soldiers (See Soldiers)—	
Procedure, Military Funerals (See Funerals)—	
Promotion (See also Examinations)—	
adjutants, N.P.A.M.	103
armament artificers, R.C.O.C.	353, 354
armourers, R.C.O.C.	346, 351
by length of service, other ranks.....	324
captains (P.F.) to major after 20 years' commissioned service.....	174
classified officers (N.P.).....	192
classified officers (P.F.).....	191
colonel, substantive rank, qualifications.....	170
commissions from ranks.....	137
company, etc., sergeant-major, selection of.....	322
confidential reports, on fitness of senior officers for.....	App. VIII
confidential reports, recommendations as to.....	77-80, App. VIII
examination, exemption from, for distinguished service.....	176
examination of recommended candidates who have not attended prescribed courses.....	783
<i>Gazette</i> , notification in.....	120
instructional cadre, conditions.....	342
instructional cadre, qualifications required.....	761
leave of absence cancelled by.....	1104
lieutenant, in possession of certificate "B," C.O.T.C. qualified for rank of captain.....	182
lieutenants, 2nd, (N.P.A.M.), for rank of lieutenant.....	181
lieutenants, 2nd, (P.A.M.), previous service in Regular Forces permitted to count.....	172
lieutenants R.C.A.M.C. (P.F.) and R.C.A.V.C. (P.F.) to captain.....	179
major-general, qualifications.....	168

Promotion (See also **Examinations**)—Continued

Para.

N.P.A.M. officers—

cadet services, to field rank.....	187
cadet services, to rank of captain.....	186
certificates of qualification.....	780
conditions of examination.....	766
C.O.T.C. cadets in possession of certificate "B".....	772
C.O.T.C. cadets, value of certificates "A" and "B".....	771
examining and supervising boards.....	778, 779
field officers provisionally appointed.....	768
general instructions.....	180-187
medical services.....	183
pass or distinguished certificate.....	777
provisional, newly organized units.....	769
provisional, pending qualification.....	764
qualifications, additional required, R.C.E.	774
qualifications, additional required, R.C.C.S.	775
qualifications, ex-cadets R.M.C. value of certificates.....	770
qualifications obtained in Regular or Territorial Armies.....	773
special cases of qualified officers.....	763
tests and examinations.....	762
transfer, qualifications on.....	767
transfers, time limit for qualifying in new unit.....	767
veterinary service.....	185
who have been superseded.....	765

N.P.A.M. soldiers—

up to and including W.O. class II, authority for.....	321
W.O. class I, qualifications.....	784
W.O.'s and N.C.O.'s, certificate of qualification.....	782
W.O.'s and N.C.O.'s, conduct of examination.....	781
W.O.'s and N.C.O.'s, qualification required.....	781-784
notification of effective date.....	120
officers, Canadian Army Dental Corps.....	184
officers, general instructions.....	167-170
officers, on reserve, not eligible for.....	241
orderly-room sergeants, restrictions.....	325
other ranks, supernumeraries not to be appointed.....	323

Permanent Active Militia officers—

certificates from schools of instruction.....	740
examination for.....	738
examinations, conditions of attendance.....	744
examinations, failure and partial failure.....	745
examinations, lists of candidates, submission of.....	747
examinations, subjects (a) and (c).....	746
how carried out.....	175
qualifications on transfer.....	741
R.C.A.M.C., examinations.....	751, 752
second lieutenants.....	739
senior officers, exemption, special cases.....	750
senior officers' course obligatory.....	750
senior officers R.C.A.V.C.....	753-755
special certificates, privileges.....	743
staff college exemptions.....	742

Permanent Force—

lieutenants.....	173
up to and including W.O. class II, authority for.....	321
vacancies caused by transfer to instructional cadre.....	343
W.O.'s and N.C.O.'s, general conditions.....	756-758
W.O.'s class I, qualifications.....	759
precedence not affected by date of qualification.....	205
provisional, special conditions, officers.....	177
qualifying service, classified officers.....	191, 192
retarded, action to be taken.....	178
R.M.C. graduates, while on Reserve.....	246
seconded officers.....	234
seniority, how determined.....	202
seniority, not affected by date of qualification.....	205
sergeants, certificates required combatant units.....	326

Promotion (See also Examinations)—Concluded	Para.
supernumerary N.C.O's.	323
uniformity of system.....	738
warrant rank, qualifications required.....	314
warrant rank, recommendations.....	315, 317
W.O. class II.	320, 321
warrant officers, special, when on active service.....	313
where ranks not provided for in an establishment.....	324
Promulgation of Orders (See Orders)—	
Property—	
comrades', improper possession of.....	530
deserters and men under sentence.....	812
Government, lost or damaged, value to be stated in charge sheet	537
private—	
prevention of trespass on.....	32
soldiers suffering from mental infirmity.....	812
to be respected.....	32
Prosecutor—	
appointment, duties, etc.	549-551, 555
counsel to assist.....	551
Provost-Marshal—	
appointment of.....	444
Provost-Sergeant—	
garrison, duties, etc.....	622
regimental duties, etc.....	619, 623, 624
Public Money—	
care of.....	55, 796, 798
Public Stores—	
care of.....	797
Publications, Secret, Security and Confidential—	
amendments, recording embodiment of in publication.....	1474
certificate of destruction to be rendered.....	1476
certificate verifying amendments incorporated.....	1472
certificate verifying publications in possession.....	1472
general instructions.....	1466-1478
procedure, when destruction of ordered.....	1476
Punishment Drill—	
rules for.....	472
Punishments—	
absence without leave.....	478, 479
application of Sec. 47, A.A. to R.C.A.F. personnel.....	469
award by company commander.....	477
cases of drunkenness.....	489
conduct sheets, regimental, entry in.....	1518, 1519
confirming officer, powers of commutation, etc.....	569
conjoint awards, other ranks.....	473
entry of award on documents.....	457
fresh awards while undergoing, commencing dates.....	473
limit of.....	480
list of suggested awards.....	563
minor—	
by commanding officers.....	470-472
N.C.O. subject to.....	470
not given with detention exceeding 7 days.....	473
when to take effect.....	473
N.C.O's., admonition, reprimand, or reversion from acting appointments.	470-472
offences under the Army Act, medical officer must attend trial	482
pecuniary penalties, members N.P.A.M.	1525
recovery from pay of soldier for damage.....	480

Punishments—Concluded	Para.
several and conjoint awards.....	473
soldiers undergoing detention or confinement to barracks....	473
summary—	
by C.O.	472
by C.O., offences which can be dealt with.....	459
officers and warrant officers, limit of.....	468, 469
power of company etc. commanders to award.....	475
private soldiers, right to elect trial by court-martial when	
pay affected.....	472
system of, not to be varied by C.O.	474

Q

Qualification—	
date of, not to carry precedence.....	205

Quartermaster-General—	
Defence Council, associate member of.....	App. V
duties of.....	App. VI
staff, duties of.....	96, App. VI

Quartermasters—	
ammunition issued by.....	1313
appointment of, Permanent Force.....	138
books of.....	1488
cash duties not performed by, except as specially provided in	
regulations	802
duties	64, 65
funds, regimental, etc., not to have custody of.....	803
paymasters, not to perform duties of.....	803
stores, responsibility for.....	801

Quarters—	
allotment of—	
to sergeants.....	957
to soldiers above the rank of sergeant.....	956
vacant quarters to married soldiers not on married roll	955
applications for, to whom made.....	943
generally	941-947
in barracks, C.O. or married officer in private quarters....	949
married, choice of, N.C.O's and men.....	952
married, notice of vacating.....	944
men, arrangement in.....	806
N.C.O's. and men on married roll.....	952
officers—	
appropriated but not occupied.....	949
exemption from occupation.....	960
generally	941-951
medical, married.....	948
not to be dispossessed.....	945
occupation, surrender of, etc.	958
on married establishment, allotment.....	948
on married establishment, entitled to.....	948
principles observed in allotment of.....	950
surrender or retention during absence.....	958
unmarried	951
veterinary, married.....	948
personnel on temporary duty.....	1182
quartermasters	948
retention—	
during absence, officers.....	958
during absence, other ranks.....	959
of, in case of separation or divorce.....	954
scale of accommodation, married soldiers.....	953
soldiers above the rank of sergeant, not on married roll.....	956
soldiers not on married roll.....	946, 955-957
W.O's., N.C.O's. and men.....	952-957, 959

R

Railway Transport—

	Para.
accidents, during.....	1199
carriages, re-entering.....	1197
carriages, troops not to leave without authority.....	1193
cars, inspection of.....	1190, 1200, 1229
departure of train and report by telegraph.....	1195
detrainment, speedy evacuation enjoined.....	1200
detrainment, working parties, men, horses, etc.	1234
entrainment—	
baggage	1235
men	1192
time required for.....	1192
halt during journey.....	1194-1197
horses	1180, 1224-1234
kits, etc., storage during.....	1191
notice to railway companies of troops to be conveyed.....	1180
preliminary arrangements.....	1189
refreshments during.....	1188, 1194
regulations of railway companies to be observed.....	1187
requisitions, rules for issue of.....	1209
water, supply of during.....	1190

Ranges (See Rifle Range)—

Rank (See also Brevet Rank and Honorary Rank)—

badges of, nursing sisters.....	193
brevet, general conditions for grant of.....	189
brigade commanders (Cavalry or Infantry).....	169
classified officers, Non-Permanent Active Militia.....	192
classified officers, Permanent Force.....	191
confirmation of, officers, N.P.A.M.....	148
corresponding—	
Consular Service and Militia.....	1369
gives no claim to command forces in which rank corresponds	1367
Navy, Army, Air Force.....	1367
district officers commanding.....	169
honorary—	
colonels and lieut.-colonels.....	194
general instructions.....	192
granted, on retirement.....	260
Royal Canadian Mounted Police.....	195
local and temporary rank, relative precedence of.....	215
military members of Defence Council.....	169
officers—	
holding appointment of Director.....	190
in military employment.....	169
of other Forces of His Majesty attached to or serving in Canadian Militia.....	204
on appointment.....	122
on resignation, not retained.....	266
P.A.M., on first appointment.....	126
provisionally appointed, junior to officers holding confirmed rank.	206
serving in Canada under the Visiting Forces Act and attached to Canadian Militia.....	204
on reappointment to active establishment from Reserve Formations	213
on retransfer to Reserve Category, after recall to active list.....	214
permanent, local and temporary, relative precedence.....	215
precedence	213-220
reduction W.O's. class I, N.P.A.M.....	331
reduction W.O's. class II, and N.C.O's. N.P.A.M.	332
relative, nursing sisters.....	193
reserve officers, confers no authority to command	212
non-commissioned, N.P.A.M., retained at pleasure of C.O.	333
retention of, officers Cadet Service of Canada.....	225

Rank (See also Brevet Rank and Honorary Rank)—Concluded	Para.
retention of, on retirement.....	258, 272
retired officers, on reappointment.....	272
retired officers, on recall.....	273
seniority, how determined.....	202
seniority, on transfer.....	202
table of, other ranks.....	308
W.O's. and N.C.O's., P.F., reduction in.....	330
Ranks and Appointments—	
table of, other ranks.....	308
Rations—	
inspection of.....	1043
R.C.A. (See Artillery)—	
R.C.A.M.C. (See Medical Services)—	
R.C.A.V.C. (See Veterinary Officers)—	
R.C.E. (See Engineer Services)—	
R.C.H.A. (See Artillery)—	
R.C.O.C. (See Ordnance Services)—	
Re-appropriations—	
generally	924-927
Recall to Active List, Officers—	
recall re-employment and re-appointment of retired officers..	271-273
Record Offices—	
books to be kept by.....	1488
units N.P.A.M.	1499
units P.F.	1490
Records—	
baptism of soldiers' children.....	1535
birth of soldiers' children.....	1534
change of name of soldier.....	1503
historical—	
officer responsible for maintaining.....	1530
particulars required.....	1530
when data furnished officer in charge records.....	1530
marriages, soldiers.....	1532
officers, in charge.....	1500
officers' services.....	1501
pecuniary penalties members N.P.A.M.	1526
regimental, obsolete, destruction of.....	1538
regimental, preservation of.....	1529
responsibility of officer in charge.....	1488
soldiers', recorded in statement of service, attestation paper	1506, 1514
units, historical.....	1530
units, Permanent Force, custody, etc.	1500
Recruits—	
absconding en route to join.....	495
discharge, certificate of character on.....	385, 387
discharge, under 3 months' service.....	372
medical inspection of.....	665, 666
physical training.....	666
transfer	366
Reduction—	
acting N.C.O.	471
armament artificers.....	354
armourers	351
conduct sheet, entry of, in.....	1518
N.C.O's on conviction by civil power.....	485
W.O's. and N.C.O's. (P.F.) from permanent rank.....	330
W.O's. and N.C.O's., rank and precedence on.....	330
W.O's. class I, N.P.A.M.	331
W.O's. class II, N.P.A.M.	332

Re-engagements—	Para.
conditions, pay and service.....	289
N.P.A.M., conditions, age limits.....	305
N.P.A.M., how carried out.....	306
Permanent Force—	
before proceeding to a station distant from place of enlistment	299
for general service.....	292
form to be signed and completed.....	298
generally	298-301
limit after which H.Q. authority required.....	300
medical board when soldier unfit.....	301
soldier serves on original attestation.....	298
Regimental Funds—	
C.O.'s. responsibility in respect of.....	41
N.P.A.M. units, scale of contributions.....	1034
Regimental Institutes (See Institutes)—	
Regimental Journals—	
copy of each issue to be forwarded N.D.H.Q. on day of publication	435
responsibility of C.O. for articles published therein.....	435
Regimental Number—	
allocation of.....	1510
soldiers not to be changed.....	1502
soldiers', to precede name in all documents.....	1502
warrant officers, to retain.....	1502
Regimental Police (See Provost-Sergeant)—	
Register—	
letters received.....	1492
marriages	1536
Regulations—	
list of books which units are to possess.....	1488
public discussion of, prohibited.....	433
to be in possession of, officers.....	1487
Religious—	
denomination—	
change of.....	810
classification, how made.....	809
record of.....	810
instruction	1154
service, salutes not to be fired during.....	1436
Remembrance Day—	
observance of.....	1384
Remounts (See also Horses)—	
age	1081
arrival report.....	1078
descriptions kept at National Defence Headquarters.....	1080
docked, not accepted.....	1077
foals, disposal of.....	1082
general instructions.....	1075-1079
ill, etc., on joining, report.....	1076
inspection by veterinary officer.....	1078
numbering and branding.....	1080
purchase of.....	1077
veterinary history sheet.....	1079
Removal of Officers—	
liability to, procedure.....	267, 268
medically unfit.....	259

Removal, W.O's. and N.C.O's.—

Para.

from acting ranks or appointments, power of C.O.	328
from appointment, (P.F.).....	328
N.P.A.M.	332
W.O's. class I.	331

Reports—

annual, by D.O.C.	72, 1479, App. IX
cases of insanity, letter to next of kin.....	1483
casualties not on active service.....	1480
confidential—	
annual	App. VIII
detachments, sub-reports on officers of.....	App. VIII
general instructions as to.....	App. VIII
list of, and forms for.....	1479, App. IX
officers with less than 3 years' service.....	142
on commanding officers.....	App. VIII
on seniors of regimental grade.....	App. VIII
special, when delay in promotion recommended.....	App. VIII
to contain recommendations for promotion.....	App. VIII
death, letter to next-of-kin.....	1483
death, officers and soldiers.....	1481
deserters, descriptive of.....	495, 496
employment of civilian medical practitioners by officers and other ranks.....	977
extensive additions to buildings, completion of.....	927
general, by D.O's. C.	32, App. IX
guard, offences entered in.....	456, 457
guard, rendering of, by commander of guard.....	843
horses, casualties to.....	1088
horses, sudden death of.....	1087
illness, serious, by letter to next-of-kin.....	1483
inspection	71, 72, 74
libraries by D.O's. C.	737
military resources.....	30
monthly, sick or disabled soldiers unable to proceed home....	381
officers—	
by, on joining, in person.....	143
by, on leave.....	1114, 1115
by, on marriage.....	1531
confidential, considered when deciding fitness for appoint- ments, employment and promotion.....	79
confidential, furnished annually.....	78
confidential, how furnished.....	80
on sick leave.....	1114
visiting manoeuvres.....	1110
official, copies not to be furnished to persons not officially entitled thereto	436
on taking over new buildings.....	927
periodical, to National Defence Headquarters.....	1479, App. IX
remounts, where return to vendor desirable.....	1076
riots and disturbances, by O.C. districts.....	32
sanitary, by medical officer.....	976
sick	966

Reprimand—

power of company commander to.....	477
power of C.O. to.....	470-472

Reserve Militia—

organization of.....	1, App. X
----------------------	-----------

Reserves of the Active Militia—

categories comprised in.....	2, 240
officers—	
eligibility for.....	247
of, report upon.....	245, 250
on, record of, maintained by D.O's.C.....	250
on, retirement on reaching age limit.....	253
Permanent Active Militia, transferred to.....	246, 248

INDEX

Re

Reserves of the Active Militia—Concluded	Para.
promotion in.....	241
qualifications, on transfer to or appointment in.....	246, 247
rank and precedence on recall to active establishment..	213
rank in, confers no authority to command.....	212
recalled for service, etc., precedence of.....	213
to report to D.O.C. in writing annually.....	245, 250
transferred to from Cadet Services.....	249
retirement from, on attaining age limit.....	253
training, officers attached to units for.....	242
transfer to, lieutenant-colonels R.C.A.M.C. (N.P.).....	243
Resignation—	
officers—	
application	264
claims against, on.....	265
general instructions.....	264-266
quitting corps on.....	264
rank, retained only by special authority.....	266
W.Os. and N.C.O's., of rank.....	327
Resources—	
military report on.....	30
Retired Officers—	
annual report upon.....	261
authority to quit corps.....	264
list of, maintained by D.O's.C.....	261
recall to Active List.....	272
re-employment of.....	271-273
Retirement of Officers—	
age limits—	
classified officers.....	254-255
for various ranks.....	253
how governed.....	257
chaplains	256
conditions governing retention of rank.....	258
honorary ranks, granted on.....	260
notification of, effective date.....	120
nursing sisters to relinquish appointment on marriage.....	263
officers carried on Reserve of Officers, on reaching age limit..	253
reserve officers, on attaining age limit.....	253
resignation	264-266
Retreat—	
beat at sunset.....	828
guards to turn out at.....	839
Returns—	
book for.....	1493
casualties, etc.	1480-1485
destruction of, after 3 years.....	1493
monthly, men discharged by purchase.....	375
National Defence Headquarters, to, how addressed.....	1456
National Defence Headquarters, periodical, list of.....	1479, App. IX
regimental, deserters how shown prior to declaration by C. of I.	1485
Reveille—	
guards to turn out at.....	839
hour for.....	828
Reversion (See Punishment)—	
Review Order of Dress—	
officers	1297
soldiers	1306
Reviews, Military—	
officers attending in mufti.....	1288
officers attending in uniform.....	1287

Revolvers—	Para.
ammunition for.....	1275
when carried.....	1275
Ribbons—	
decorations and medals, wearing of.....	1322
of medals, wearing of.....	1320, 1321
Riding Schools—	
floor of, kept in repair.....	875
inspection of, riding-master to attend.....	876
Rifle Ranges—	
arrangements in case of accident.....	984
attendance of medical officer.....	984
Riots (See also Duties, Aid to Civil Power)—	
by troops, report of, by district officer commanding.....	32
employment of troops in suppression of.....	848-867
R.M.C. (See Royal Military College)—	
Rolls—	
company, etc.	46, 52, 53
Rosters—	
of duties.....	817-827
regimental	58
Rounds—	
commanders of guards to go by day and night.....	838
Routes—	
deserters, escort to be provided with.....	504
individuals travelling on duty, to be provided with.....	1174
senior of party to be provided with.....	1174
Royal Canadian Air Force—	
corresponding ranks, Naval and Militia forces.....	1367
duties of D.O.C. in respect of.....	20
exercise of command over, by officers of Canadian Militia...	1366
exchange of official visits between military and air force officers	1391
officers and warrant officers, summary disposal of offences by D.O.C.	469
officers, exercise of command by, over land forces.....	1366
precedence, when taking part in joint parade or ceremonies..	1368
Royal Canadian Army Pay Corps—	
duties of.....	112
Royal Canadian Army Service Corps—	
correspondence, etc., on services connected with.....	1461
inspector, duties of.....	App. VII
officers, limitation of military command.....	207
Royal Canadian Corps of Signals—	
appointment, Inspector of Signals.....	17
inspector's report on signal units.....	App. VII
Royal Canadian Humane Association Medal—	
claims for.....	1338
wearing of, in uniform.....	1338
Royal Canadian Mounted Police—	
honorary rank in Militia.....	195
Royal Family—	
guards mounted over, salutes by.....	1402
honours to be paid by the troops to.....	1377, 1379
Royal salutes of artillery to.....	1422, 1423

Royal Humane Society Medal—	Para.
acceptance and wearing of.....	1338
Royal Military College—	
ex-gentlemen cadets, commissions in N.P.A.M.	770
gentlemen cadets, commissions on graduation.....	134
Royal National Lifeboat Institution Medal—	
wearing of, in uniform.....	1338
Royal Salutes—	
anniversaries when fired.....	1422, 1423
personages entitled to.....	1422, 1423

S

Saddlers and Saddletree Makers—	
qualified, maintenance of.....	1097
spare	1097
Saddlery—	
fitting of.....	1096
removal on rail journeys.....	1231
Sales—	
receipts from.....	799
Salutes—	
appertaining to office, officer holding entitled to.....	1381
armed parties, compliments by guards.....	1406
armed parties, compliments on the march.....	1386
artillery—	
Admirals	1426
anniversaries	1422, 1423
at opening and closing of Parliament.....	1426
at religious services.....	1434
civil functionaries.....	1428
foreign warships.....	1433
Lord Commissioners of the Admiralty.....	1426
military funerals.....	1440
Minister, to.....	1426
minute guns at funeral of civic functionary.....	1445
minute guns, military funerals.....	1441
no person to be saluted in more than one capacity.....	1429
officers temporarily acting in any higher command.....	1429
other than Royal, list of.....	1426
remains of distinguished foreigners.....	1446
royal	1422, 1423
special occasion and great victories.....	1435
special, sanctioned by Governor General.....	1434
stations for firing.....	1421
strength of firing battery.....	1424
when not fired by forts.....	1427
birthday of Sovereign.....	1423
boats, military, in.....	1420
bugle and drum.....	1377
cadets, by.....	1388
civil governors.....	1377, 1380
colours, officers and soldiers passing.....	1383
C.O. of garrison, camp or station.....	1377
compliments, on the march.....	1386
crown, to the.....	1377
field-marshal	1377
foreign officers.....	1382, 1431
foreign ships.....	1432, 1433
foreign, sovereigns, etc.	1377, 1425
foreigners, distinguished.....	1431, 1446
forts and ships not to exchange.....	1432

Salutes—Concluded	Para.
funerals, at.....	1385, 1428, 1440, 1441, 1445, 1446
general officers.....	1377
general, when given.....	1377
general officer, when holding appointment of viceroy, governor, etc.	1380
guards, by	1402-1408
honours due heads of governments of British Dominions....	1377, 1380
hours of firing.....	1423, 1436
inspecting officers.....	1377
inspection of camp by Governor General or members of Royal Family	1379
instructions, general, as to.....	1377-1389
list of, and instructions as to.....	1377
members Royal Family or Governor General passing a camp.	1379
National Anthem, played at.....	1377
naval officers, to	1388
N.C.O's. and men, by.....	1389
officers—	
acting in any civil office.....	1381
by	1388
commanding a party.....	1387
in temporary command.....	1429
not saluted in presence of superior.....	1430
Remembrance Day.....	1384
Royal	1377, 1420, 1422, 1423
Royal Family, to.....	1377, 1379
same person, saluted in one capacity only.....	1429
sentries	1407, 1408
ships of war, when boarding	1388
special occasions.....	1434, 1435
standards, guidons and colours, to.....	1377
Sundays, not fired on.....	1423
viceroys, governors, etc.	1377
victories, on occasion of.....	1435
warrant officers, by.....	311, 1389
warrant officers, commissioned to.....	1389
when required for Governor General.....	1395, 1397
Sanitation—	
action during epidemics.....	882
arrangements in barracks.....	884, 886
infected articles, action taken.....	882
inspection, by medical officers.....	887-889
reports, suggestions by M.O.	976
training in.....	732
Sashes—	
when worn.....	1035
Schemes—	
defence by D.O.C., revision of.....	32
Schools of Instruction (See also Courses of Instruction)—	
attached officers and N.C.O's., leave of absence.....	1143
discipline at.....	407-409
discipline of N.P.A.M. personnel attending, remand of to their unit, etc.	408, 409
general instructions.....	691-701
libraries, purpose and maintenance of.....	736
permanent, certificates granted Permanent Force personnel..	704
permanent, certificates of qualification.....	704
provisional—	
application for, particulars required.....	706
authority for and purpose of.....	705
conditions under which held.....	706
courses, practical portion, certificate, value of.....	714
courses, practical portion, officers eligible to attend.....	713
courses, practical portion, where held.....	710
names of successful candidates published in Militia Orders	720
temporary leave of absence.....	1143

Schools of Instruction (See also Courses of Instruction)	
—Concluded	Para.
Royal, permanent or camp—	
general instructions.....	702-704
objects of.....	702
special courses.....	703
Seconded Officers—	
confidential report on.....	App. VIII
disposal, on reverting to unit.....	235
general instructions.....	234, 235
period for which seconded.....	235
promotion of.....	234
status, etc.	234
Secret Documents—	
instructions regarding.....	1466-1478
Secrets—	
official, provisions of criminal code applicable to.....	30, App. IV
Sedition—	
notifying troops against.....	420
Sentences (See also Courts-Martial)—	
confirming officer, duties and power of.....	569-576
defects discovered after confirmation.....	573
imprisonment or detention, calculation of expiration.....	607
irregularities in, effect of.....	573
remission, while serving.....	599
Sentries (See also Guards)—	
coffee for, at night.....	841
relief of, on guard.....	841
saluting by.....	1407, 1408
stable-guards, mounted with or without arms.....	842
stable-guards, offences.....	832
visiting of.....	838
Sergeants—	
books required to be in possession of.....	1487
mess (q.v.)	1036-1039
officers' mess, employment in.....	1005
re-engagement of.....	305, 306
Servants, Soldier—	
duties, military, to be performed by.....	1156
numbers allowed	1155
officers attached, R.M.C.	1158
officers on leave.....	1159
payment to.....	1160
regulations as to employment of.....	1155-1160
selection of.....	1156
transfer of, with master.....	1157
transport for, when allowed.....	1208
Service—	
forfeited	307
forfeited, restoration of.....	307
Militia, term of.....	3
Permanent Force, fraudulent enlistment.....	307
previous, in regular forces, permitted to count for promotion, 2nd lieutenants (P.A.M.)	172
reckoning of, when forfeited.....	307
record of—	
officers	1501
soldiers, maintained on attestation paper.....	1502-1510
soldiers, mode of entering.....	1514
re-engagement (q.v.)	305, 306
regiments, historical records of.....	1530
statement of, entries in attestation paper.....	1514

Service Dress—	Para.
officers, orders of.....	1297
soldiers, orders of.....	1306
Services—	
channel of communication between District Headquarters and N.D.H.Q.	111
duty of officers, National Defence Headquarters.....	110
heads of, and officers attached district staffs, discipline and command	111
return, by heads of.....	1479
Ships—	
saluting quarter-deck when boarding.....	1388
Sovereign or Royal Family on Board, flags to be flown.....	1422
spurs, not to be worn on board.....	1294
Shoe Cases—	
when to be packed.....	1276
Shoemakers—	
workshops, employment of soldiers in.....	1062
Sick—	
attending hospitals, excluded from canteen.....	1054
attending hospital or inspection room.....	967
general instructions.....	962-984
reporting, soldiers on furlough.....	1134
reports as to.....	1482
sick report.....	966, 969
soldiers sent to hospital, articles of kit taken.....	969
soldiers sent to hospital, to be accompanied by N.C.O.	969
Signalling (See also Training, Military)—	
general instructions.....	669-672, 682-684
officer in command of Signal Troop or Inter-Communication Platoon	105
signallers, annual inspection and classification.....	684
signallers, numbers to be maintained.....	669, 672
Signature—	
official letters.....	1454
Sites for Buildings—	
board on, etc.	926, 927
Skin Grafting—	
furlough after operation as donor.....	1126
Small Arms School (See Canadian Small Arms School)—	
Smoking—	
in barracks, when forbidden.....	910, 911
in forage stores, forbidden.....	1095
in streets	1268
Snow—	
removal of, from roofs of buildings.....	886
Soldier-Servants (See Servants)—	
Soldiers—	
addresses of.....	1486
applications from, how submitted.....	1462
arrest of.....	451
attached, during temporary duty.....	1182
conveyance of, to prison or detention barracks.....	603
death of, report and procedure on.....	1481
demeanour of, in public.....	1268
dress of.....	1299-1306
inquiries for, by friends.....	1486
name, change of, after attestation.....	1503
number, regimental.....	1502, 1505, 1510

Soldiers—Concluded	Para.
private—	
admonition of.....	472
drunkenness, offence of.....	486-494
drunkenness simple, when tried for.....	487
private property, disposal of, on sentence of penal servitude, etc.	812
proceedings against, limitation of time.....	460
suffering from infirmity of body or mind, escort for.....	382
temporarily residing in Canada, attachment for training....	661
temporary duty, attachment during.....	1182
Soldiers under Sentence—	
commitment forms.....	582, 587
commitment, rules for.....	585-590
commitment, temporary of.....	610
committing, etc., authorities, power of.....	583
conveyance of, to prison and detention barracks.....	603
documents to accompany on commitment.....	588, 589
draft, accompanying.....	595
draft, escort for, when included in.....	595
escort for.....	592, 593, 595, 602
hours for arrival at prison, etc.	590
medical examination before committal.....	588, 616
money, etc., to be taken from, before committal.....	615
offences by, conduct sheet, entries in.....	1518
offences by, trial of, at once.....	466
offences, limit of punishment.....	564
private property, disposal of.....	812
release, action taken on.....	605
release, day of, exempt from duty on.....	601
remission of imprisonment or detention.....	599
removal of.....	591-596
removal, to be brought before a court.....	593
retention in custody while on ship.....	594
unit, removal with.....	591, 596
witness, when required as, procedure.....	591, 592
Soldiers under Sentence, Commitment —	
authorities to sign committal warrants.....	584
authorized places of detention.....	584
forms of.....	582
medical certificates on.....	588
powers and functions of authorities.....	583
to detention barracks, documents to accompany soldier.....	589
warrants for.....	584
Soldiers under Sentence, Committal—	
form of, authority for signing.....	587
time of arrival at prison or detention barracks.....	590
to authorized places of detention.....	586
when sentenced to penal servitude.....	585
Soldiers under Sentence, Removal of—	
duties of escort.....	593
on unit changing station.....	596
on unit moving.....	591
to attend civil court, expenses of escort.....	592
when allowed.....	591
with unarmed drafts.....	595
Sovereign, The—	
birthday of.....	1422, 1423
flags on board ship indicating presence of.....	1422
guards mounted over, salutes by.....	1402
honours and salutes to.....	1377-1379
Royal Salutes of guns to.....	1422, 1423
toast, health of.....	1009
Spurs—	
when worn.....	1294

Squadrons (See also Company)—	Para.
division of, into troops and sections.....	804
Stables—	
fire, precautions against.....	911, 912
stablemen, etc., offences of.....	532
Staff (See also Officers)—	
Adjutant-General, duties of.....	95
administrative, preparation and issue of orders.....	89
appointments—	
general instructions.....	82-87
relinquishing	87
tenure of.....	82, 83
composition and distribution.....	81
duties of	
at National Defence Headquarters.....	110, App. VI
in districts, etc.	88-96
in the field.....	88
general—	
appointment to.....	84
duties of.....	91-93 App. VI
preparation and issue of orders.....	89
headquarters, military districts.....	81
leave of absence.....	1107
National Defence Headquarters.....	81
N.P.A.M. formations, appointment, qualifications required..	85
officers, confidential reports on.....	App. VIII
officers, not borne on regimental establishments.....	83
orders of, preparation and signing of.....	89
organization of.....	81
report on officers appointed to.....	142
qualifications for.....	84-86
Quartermaster-General, duties of.....	96
service, completion of.....	82, 83
Staff College, Camberley and Quetta (See also Educational Establishments)—	
exemptions, officers' promotion examinations.....	742
Staff Tours—	
supervised by general staff.....	91
Standard Royal—	
salutes to.....	1422
stations for hoisting.....	1409
Standards, Colours, and Guidons—	
alterations of, authority for.....	1372
carrying of.....	1372, 1374
consecration of, procedure.....	1373
distinction of attending.....	1372
escorts for and colour parties.....	1375
escort for, when laid up.....	1376
general instructions.....	1370-1376
honours paid when old colours laid up.....	1376
infantry battalion not bearing the title "Rifles" or "Rifle Brigade"	1371
King's colour, infantry, when carried or lowered.....	1374
new, requisitions for.....	1375
of foreign Sovereign or President, salutes to.....	1422
salutes to.....	1377
saluting of by officers and soldiers.....	1383
Standard of Cavalry, when carried.....	1374
trooping of colours.....	1375
Standing Orders—	
issue of.....	1490
officers in temporary command not to issue or alter.....	42
Stanhope Gold Medal—	
acceptance and wearing of.....	1338

State Ceremonials—	Para.
honours paid at.....	1377
Stations—	
at which flags will be hoisted.....	1412
command and discipline of.....	22
returns to be furnished by C.O.....	1479, App. IX
saluting	1421
Status—	
brigade commanders (cavalry or infantry).....	169
district officers commanding.....	169
military members of Defence Council.....	169
non-commissioned officers.....	310
officers—	
in military employment.....	169
N.P.A.M., attached to Permanent Force for duty.....	218
N.P.A.M., attached to Permanent Force for instruction..	219
warrant officers	310
Statutory Declaration—	
by soldier, on change of name.....	1503
Stirrup-irons—	
roughing of.....	1098
Stoppages—	
court-martial—	
for obtaining a free kit.....	533
not to award for personal clothing and necessaries deficient	535
restitution of stolen property.....	566
deserters, etc., not charged with value of public clothing, unless included in sentence.....	538
rules as to recovery of.....	537
values of articles to be stated in charge.....	535, 537
Stores—	
advice notes to be sent on despatch of.....	1259
barrack	895, 899
conveyance—	
arrangements for.....	1253
cheapest, to be used.....	1251
procedure	1255
explosive, notice to be given of intended shipment.....	1255
forage, custody of keys of.....	1094
government transport to be used whenever possible.....	1254
guards, handing over on change of.....	847
infected articles not to be returned to.....	882
loss of, court of inquiry on.....	633, 634
lost or damaged in transit.....	1260
methods of transport	1251
movement of, arrangements for.....	1253
public, responsibility of C.O. of corps for.....	37, 38
quartermaster's responsibility.....	801
responsibility for.....	796-803
shipment of, receipts to be obtained.....	1258
shipment of, to be prepaid.....	1252
shipping of, bills of lading, etc.	1257
transport, bulky articles, transport officer informed.....	1255
transport for, manner of obtaining.....	1255
transport of, requisitions for.....	1252
transport of, weight to be shown.....	1256
Strangers—	
admission of, into barracks.....	929
admission of, into National Defences.....	App. III
Stretcher-Bearers—	
classes of instruction	687-689
training, organization, etc., of.....	673, 686-689

Subaltern Officers—	Para.
encouraged to qualify as adjutant.....	44
proficiency of, standard required.....	49, 60
promotion examination, advantage to be taken of opportunities for preparation.....	61
regimental duties, superintendence of.....	832
responsibility for troops, sections, platoons, etc.....	59, 805
Subscriptions-Messes—	
Active Militia	1034
attached officers.....	1023, 1026
exemptions, seconded and other officers.....	1021
married officers	1020
officers, Permanent Force.....	1015-1028
Sundays—	
inspections, etc., not held on.....	56
Superior Officer—	
cases referred to, how disposed of.....	525
definition of	526
offences against	528
praise or censure of, forbidden.....	421
Supernumeraries—	
lieutenants	149
N.C.O's., absorption of.....	323
officers, absorption of.....	269
Supplies—	
commanding officer responsible for.....	38
loss of, court of inquiry on.....	633
quartermaster's responsibility for.....	801
receipt and issue of.....	38
Surgeons, Honorary—	
appointment	227
insertion of names in Defence Forces List.....	229
tenure of appointment.....	228
Surrender—	
displaying token of.....	529
Suspension—	
officer, from duty	424
Swimming—	
accidents, precautions against.....	663
bathing to be encouraged.....	663
Swords and Scabbards—	
when worn.....	1293

T

Tailors, Sergeant—	
appointment and duties.....	1067
appointment, declaration on.....	1068
charges for work.....	1068
materials, improper use of, by.....	1068
not to sell unauthorized articles of dress to soldiers.....	1068
private work.....	1068
workshops, supervision of.....	1060
Tanks and Cisterns—	
cleaning of	884
Target-Practice—	
attendance of medical officers at.....	984

Tattoo—	Para.
bugle sounds not permitted after.....	829
guards to turn out at.....	839
hour for.....	828
Telegrams—	
reporting casualties other than on active service.....	1482
Tenure of Appointment—	
age limit	221
brigade majors.....	224
commanding officers, N.P.A.M.	223
commanding officers, P.F.	222
officers commanding brigades.....	224
Term of Service in Militia—	
period of enlistment.....	3
Testimonials—	
applications, not to be forwarded with.....	422
to superiors, etc., forbidden.....	421
Theft—	
from a comrade, how dealt with.....	530
stoppages, awarded to make restitution.....	566
Tolls—	
troops, exemption from.....	1222
Tradesmen—	
classification of soldiers as.....	1065
employment of soldiers as.....	1060-1071
private work, executed for officers and others.....	1061
saddlers, numbers maintained.....	1097
shoemakers, instructions for.....	1066
tailors	1067, 1068
Training—	
annual—	
at local headquarters.....	679
cadets, C.O.T.C.	676
cadets, R.M.C.	676
closing date.....	674
officers, leave during.....	1120
officers, leave involving absence from.....	1119
personnel may train with units other than their own....	675
time credits, how calculated.....	680
training establishments and period of.....	677
units authorized to train.....	677
attachment for, officers and soldiers temporarily resident in	
Canada	661
attachment to Forces other than those of the Dominion of	
Canada	660
classes of instruction.....	681
defence electric lights—	
diary of.....	815
generally	813-815
personnel	815
practice, annual report on.....	814
practices, return of.....	813
D.O.C.'s report on progress, etc.	32
estimate, financial, how compiled.....	93
farrier-sergeants	1069
general instructions, N.P.A.M.....	674-678
instructional cadre, personnel, duties of.....	678
instructional cadre, responsibility for.....	334
instructions for.....	662
militia generally, supervision of.....	30, 91
musical, band personnel.....	997
musical, bugle-major.....	996

Training—Concluded	Para.
officers attached to Forces other than those of the Dominion of Canada	660
officers, C.O. responsible for.....	43, 44
physical	
boys to undergo course of.....	665
generally	665, 666
instructors for.....	668
professional, officers, D.O's C. responsible for.....	43, 91
recruits, not to be subjected to undue physical strain.....	665
recruits, physical, carried out under supervision of medical officer	666
responsibility of officers and N.C.O's.	678
sanitation, courses in.....	732
signallers—	
N.P.A.M. annual inspection and classification.....	684
N.P.A.M. number trained and maintained.....	682
N.P.A.M. qualifications for appointment.....	682
N.P.A.M. qualifications instructors and assistant instructors.	683
(P.F.) number to be trained and maintained.....	672
signalling—	
N.P.A.M.	682, 684
P.F.	669-672
P.F. instructors and assistant instructors, duties.....	670
P.F. instructors and assistant instructors, number required to qualify.....	669
P.F. qualifications required to attend school of signals..	671
standards of proficiency and efficiency, soldiers.....	667
stretcher bearers, N.P.A.M.	686-689
stretcher bearers, P.F.	673
supervision of.....	13, 30, 91
swimming, instruction in.....	663
transport personnel, infantry.....	1074
Transfer—	
arms and accoutrements of men, on.....	1310
brothers, to serve together.....	366
commanding officer, defined for.....	363
consent of soldier required.....	360
corps between which permissible.....	360
effective date of.....	362
departmental corps, to.....	365
documents accompanying men, disposal of.....	368, 1529
final approval of.....	365
instructions, general.....	360-370
other ranks in N.P.A.M. units.....	369
period of probation.....	365
Permanent Force, qualifications required, departmental corps	367
procedure in arranging.....	364
Royal Canadian Army Medical Corps (P.F.).....	367
soldier-servants	1157
to former corps after punishment for fraudulent enlistment..	516
units, N.P.A.M., how carried out.....	370
units, P.F., how carried out.....	364
warrant officers and non-commissioned officers.....	361
Transfer or Exchange, Officers—	
applications for, procedure.....	232
between what units permitted.....	231
leave, other than sick leave, cancelled by.....	1104
notification of effective date.....	120
qualifications for promotion on.....	741
rank on.....	233
Transport—	
accounts for, to be rendered in duplicate.....	1216
applications for	1215
baggage	1235
camp equipment, etc.	1072, 1073

Transport—Concluded	Para.
correspondence relating to, how addressed.....	1255
duties, training, etc.	1074
emergency 1214, 1246	1248
explosives, etc.....	1255
government, to be used to full capacity.....	1254
guns, horses and vehicles, entrainment.....	1230
mobilization, how obtained.....	1249
motor truck transportation.....	1171
movement of troops.....	1170
procedure, instructions, etc.	1255
regimental—	
camp equipment, etc.	1072
general instructions.....	1072-1074
instructions and maintenance of personnel.....	1074
provision and scale of.....	1073
requisitions and warrants, general instructions.....	1208-1210
servants, when allowed.....	1208
stores—	
arrangements for conveyance.....	1253
bulky articles	1255
methods of	1251
requisition for	1252
weight to be shown.....	1256
warrants—	
issue of, instructions.....	1208-1209
to be exchanged for ticket.....	1210
to cover journey.....	1211
warrants or requisitions—	
cases of emergency.....	1214
issuing officer.....	1217
preparation of.....	1213
to be issued for least expensive route.....	1210
to state nature of service.....	1212
Transport in Emergency—	
impressment of wagons, etc.	1248
on mobilization, regulations.....	1249
provision of	1246
voluntary enrolment of vehicles and animals on mobilization..	1249
wagons, requisitioning for.....	1247
Transport, Movement of Troops by Bus—	
bus, convoy, arrangement of.....	1203
embussing and debussing points.....	1202
embussing of troops.....	1205
fatigue parties.....	1204
general instructions.....	1201-1207
how carried out.....	1201
meals en route, arrangements for.....	1206
responsibility of officer commanding bus column.....	1207
Transportation—	
air journeys, when on duty.....	1173
at Militia rates, when issued.....	1219
grooms, when allowed.....	1208
militia rates, personnel entitled to.....	1219
on discharge, when not allowed.....	1208
personnel not on married establishment.....	1209
Travelling Allowance—	
demands, etc., for, to whom made.....	1461
Treason—	
notice regarding, read to troops.....	420
Trespassing—	
district officers commanding to prevent.....	32
Trial, Dispensation from—	
C.O. not to award punishment after.....	521
desertion or fraudulent enlistment.....	518
record of, how kept.....	522

Trinkets—

forbidden outside uniforms.....	Para. 1274
---------------------------------	---------------

Troops—

health of.....	36
movement of	1186-1207

Trucks and Wagons—

loading of.....	1235, 1238-1241
-----------------	-----------------

Trumpet-Majors—

training of.....	996
------------------	-----

Trumpet Sounds—

authorized books of.....	994
prohibited between tattoo and reveille.....	829

Tuition—

professional examinations, officers and soldiers not to assist private tutors.	437
--	-----

U

Uniform—

glasses may be worn in.....	1280
mourning, when in.....	1278
national flowers or emblems, permission to wear.....	1270
officers to provide their own.....	1286
orders of dress.....	1269, 1297, 1306
patterns of	1265
plain clothes, wearing of.....	1271
reserve officers.....	1290
retired staff officers.....	1289
sealed patterns, not to be deviated from.....	1267
wearing of—	
foreign countries, in.....	1291
medals and decorations.....	1320
not allowed at fancy dress balls.....	1292
watch chains and trinkets, forbidden in.....	1274
when on duty.....	1271
when on leave abroad.....	1291
when visiting United States.....	1281

Union Jack—

drill halls, etc., flying on.....	1412
flown with approved arms and badge of Canada, when cer- tain officials embarked in Department of National Defence vessels.....	1416
not flown on military boats, etc.	1414
special, when G.O.C. in H.M. ships.....	1414
stations for flying.....	1412

Units—

baggage of, method of handling.....	1235
baggage of, size and weight of packages.....	1235
books to be kept by.....	1488
inspection of	68
orders of, divided into two parts.....	1494
privilege of selecting, by Gentlemen Cadets, R.M.C., on appointment to N.P.A.M.	151
returns furnished by O.C.	1479, App. IX

V

Vaccination (See also Inoculation)—

compulsory, members Permanent Force.....	125A
compulsory, officers	125A, 980
recruits, Permanent Force, on enlistment.....	294, 980
wives and children of members of Permanent Force.....	980

Vehicles—	Para.
detrainment of	1242
entrainment of.....	1230, 1238-1241
loading and unloading.....	1238-1242
Venereal Disease—	
concealment of and report of.....	442
Ventilation—	
rooms in barracks.....	883
Vessels, Dept. of National Defence—	
flags, flown on.....	1416, 1417
salutes in.....	1420
Veterinary History Sheet—	
always to accompany horse.....	1079
preparation and upkeep of.....	1079
to accompany application for casting.....	1086
Veterinary Officers—	
appointment R.C.A.V.C. (N.P.A.M.).....	161
appointment R.C.A.V.C. (P.F.).....	129
command, exercise of, by.....	220
dress of.....	1269, 1297
major, examination for promotion to lieutenant-colonel.....	753-755
promotion, R.C.A.V.C.	185
report on, annual.....	1479, App. IX
Viceroy—	
colours, lowered to.....	1377
guards, mounted over.....	1402
Royal Salutes to.....	1377
sentries, mounted over.....	1407
Victoria Cross—	
provisions for forfeiture and restoration of.....	1353
recommendations for.....	1323
special report, when recipient forfeits other decorations and medals.	1354
Visiting Forces Act—	
command, exercise of, by officers under.....	204
Visits—	
official, between military officers and naval and air force officers	1390, 1391

W

Wagons—	
entrainment	1240, 1241
impressment, etc., of.....	1247, 1248
loading and unloading of.....	1240, 1241
Warrant Officers—	
addressing, mode of, by N.C.O's. and men.....	1389
appointments held by.....	308
arrest of.....	445-450
books, to be in possession of.....	1487
conductors, R.C.O.C., performing duty as subaltern officer..	311
conviction by court-martial, recorded in statement of service.	1517
discipline, rules for maintenance of, by.....	413
doing duty as subaltern officer.....	311
marriage of, O.C. to be notified.....	932
married establishment of.....	936
mourning may be worn by.....	1279
Permanent Force, when special authority for re-engagement required.	300
plain clothes	1271
precedence	310

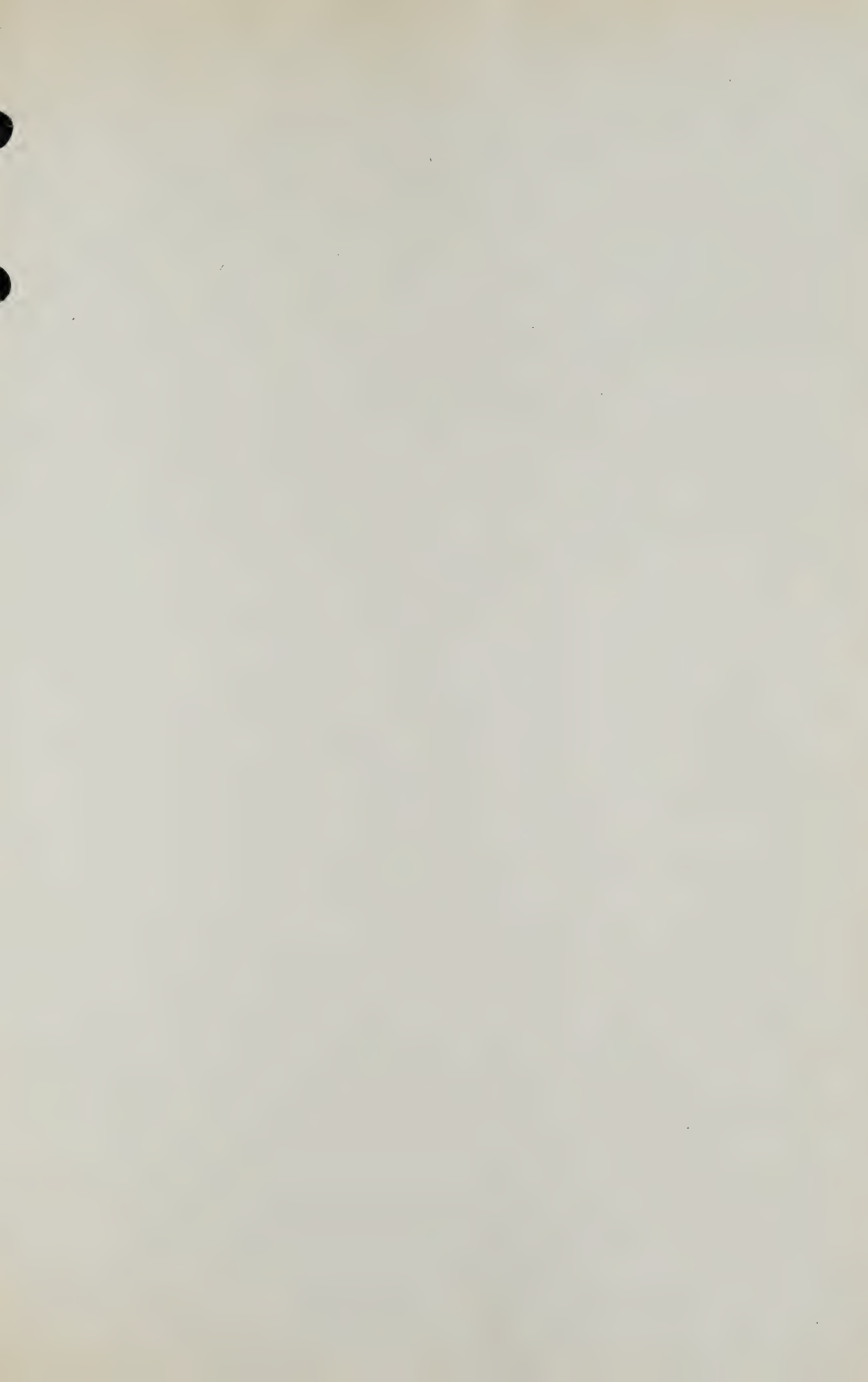
Warrant Officers—Concluded	Para.
promotion—	
disposal of documents on.....	1529
of, generally	313-318
to, Class II, authority.....	320
to commission	137-141
to, documents to accompany application.....	315
to, qualification for.....	314, 317, 756-759
to, Master-Gunners, R.C.A. (P.F.).....	319
to, special	313
quarters	941-961
re-engagement in P.F., when special authority required.....	300
salutes by	311, 1389
staff sergeants-major, eligible to act as subalterns.....	311
temporary duty, attached during.....	1182
travelling, authority for.....	1174
Warrants—Committal—	
authorities to sign.....	584
Waste Paper—	
arrangements for disposal of.....	1046
Watch-Chains—	
forbidden outside uniform.....	1274
Watch-Coats—	
for sentries, charge of.....	847
Water—	
fittings not to be altered.....	900
scale per head.....	928
service, keys of, where kept.....	908
waste of, in barracks, prohibited.....	928
Water-bottles—	
preservation of	1307
Wharves and Landing Stages—	
responsibility for safety of.....	930
Whistles—	
when carried.....	1296
White Flag—	
display of, before enemy.....	529
Wills—	
disposition of.....	807
importance of executing.....	807
officers as executors, not to be designated by appointment held.....	808
Windows—	
barrack, opening	883
Wines and Spirits—	
forbidden in barrack rooms.....	441
permitted in married quarters.....	441
Witness—	
court-martial, attendance at, from a distance.....	547
officers acting as experts.....	438
soldier under sentence appearing as.....	591
“Word”—	
the (Parole), to be given by Governor General.....	23

Working Parties—

	Para.
authority for.....	869
detailing, mode of.....	868
detrainment of.....	1234
engineer officer, authority of, when in technical charge.....	872
fatigue duties (q.v.)	
proportion of W.O's. and N.C.O's to superintend duties....	870
type of work N.C.O's required to perform.....	873

Workshops, Regimental—

charge of.....	1060
pioneer	1061-1064
shoemakers'	1066
supervision of.....	1060
tailors'	1060





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